

**Personnel, Finance and General Purpose and Strategic Development and Pupils
Committee Meeting 5pm
Summer Term 10.05.23**

Personnel, Finance and General Purposes Committee	
<ul style="list-style-type: none"> Attendees: Helen Yates (Chair) Andrea Snelling (Vice Chair) Teresa Mason (HT) Lisa Paulson (AHT) Sarah Chadwick (SBM) Mohammed Yusuf Elton D'Agostino Julie Dorrington Manisha Yasin Lucy Wareham Ros Harris Apologies for absence Francesca Chauhan No response from Sarah White, no communication received since November. Assume no longer wants to be a Governor. Welcome to Lucy Wareham - elected as parent governor Chair updated on Governor recruitment. Advert sent out last week and generated 14 expressions of interest. Chair has sent the City Council Governor Application form and asked for this to be completed in order to select appropriate candidates with skills to fill gaps in the current board. Julie Dorrington, term of office ends in June 2023 and will be stepping down at FGB. 	Chair
<ul style="list-style-type: none"> Declarations of interest None 	Chair
<ul style="list-style-type: none"> Approval of minutes from PFGP and SDC meetings Minutes were delayed, so were shared following the FGB in April. Minutes approved. PF&GP 06 Completed 12 ongoing 11 completed but no response 15 Completed SDP Headteacher resignation completed 09 completed 10 completed 10 completed 10 Attendance - still under revision with EWO 	Chair
<ul style="list-style-type: none"> Matters arising from the minutes Continue discussion around Attendance and process for unauthorised absence to 	Chair

	revisit - place on agenda for next committee meeting in October 2023	
•	Items delegated from full governing body meeting Budget approval (following agenda item)	Chair
•	<p>Financial Budget Report and Position (2023-24) Budget Updates folder 2023-24 on Hub Closing date for questions Monday 8th May</p> <p>Shared with governors on the Hub (FOR FINANCIAL YEAR APRIL - MARCH) SBM shared Budget report on screen, last year's budget was drawn up considering increases in Pay Awards and energy costs, which succeeded in allowing a carry forward for this year.</p> <p>Pay award amount still unknown for this year therefore staffing budget may change - Governors considered the impact of this and agreed an increase is affordable within the current budget</p> <p>Governor queried if Energy costs and Insurance costs had been compared and were considered to be best value. SBM explained these are set by Local Authority.</p> <p>£28,000 capital to spend will be spent on 2 boilers for the nursery and LED lighting and to replace flooring in 2 classrooms. SBM explained that we need to have a surplus throughout the year to cover any rising costs or unexpected costs. J. Dorrington explained the necessity of this to the board.</p> <p>Governor queried if there is any external funding we can access re. sustainability - LED lighting. SBM unsure. ACTION: A Snelling agreed to research this.</p> <p>SBM explained budget had been checked by SEF externally and approved as affordable.</p> <p>Governor queried what 'Other application costs' in the budget applies to? SBM to find out and put response on Governor Hub.</p> <p>GOVERNORS APPROVED THE BUDGET</p>	SBM
•	<p>Approval of management choices and externally purchased services- Staff Absence Insurance- Budget Updates folder 2023-24 on Hub</p> <p>SBM has responded to governor query on Governor Hub expressing her preference to stay with Education Mutual insurance.</p> <p>Discussion followed regarding cover provided and cover received whilst on this policy. Unsure what the difference in cover is for the levels of cover quoted, other than inclusion of pre-existing conditions. Calculations by Governors determined that with current staff absence it would be worthwhile to continue with the existing policy.</p>	SBM

	Agreed to remain with Education Mutual with the Mutual Policy. SBM to action.	
•	<p>Governor Training up-date Watch GDPR video and inform SCH when completed Safeguarding training for governors</p> <p>L Paulson took a list of Governors who have completed the GDPR training. L Paulson shared information about NSPCC E-learning safeguarding course. Several governors requested this. ACTION L Paulson to buy course and share link</p>	SBM
•	<p>Approval of Staffing Structure- including Executive Head and Internally advertised posts</p> <p>Congratulations expressed to Lisa Paulson who will be taking on the Acting Headteacher role from September. Mandy Austin, School Improvement Advisor, will be taking on 1 day per week in a supportive role with Lisa at a strategic level. Governors happy with this arrangement.</p> <p>HT talked about roles that need backfilling due to changes. Creating 2 assistant head jobs to support L Paulson - SEND& Inclusion & Behaviour/attendance/Personal development. These will be advertised internally and will be temporary to reflect L Paulson's temporary role. Also a Temporary TLR for Early Years Lead. Assistant head roles would be 50/50 class teacher and leadership role. Sarah Galpin has stepped down from SEND role. HT has staff in mind for the assistant headships.</p> <p>2 adverts for Teaching posts at the moment, invited for interviews next week. Temporary roles to cover maternity leave.</p> <p>Chair updated on HT recruitment. Will need to advertise in January 2024 for an Easter start. Governors asked whether Easter was a good time for a start date - Chair explained reasoning based on conversations with HR and NST. Agreed to revisit throughout the next two terms.</p>	HT
•	<p>Standard items – financial:</p> <ul style="list-style-type: none"> • Virements NONE • Disposals and right-offs NONE • Approval of contracts COMPLETED • Approval of expenditure COMPLETED • Assessment of financial risks COMPLETED • SFVS - COMPLETED END OF March 2023 • Audit reports / actions following audit Haydn School Fund is currently under audit (audited once a year) Budget is monitored continually, audited by City Council periodically 	SBM

	Nothing else to report	
•	<p>Pupil personal development and welfare- Staff well-being survey on the Hub TMason took Governors through the Staff Wellbeing survey results. Included all staff.</p> <p>Report on Governor Hub</p> <p>Still seeing impact of Covid on behaviour and childrens' anxieties. Governor questioned how this is spread across the school - individual children not particular year groups.</p> <p>Governor - have we engaged parents regarding the behaviour? TM - yes, and that is ongoing. Social media is an increasing issue, children don't have the emotional maturity to deal with some of these issues.</p> <p>Governor - what happens next with the findings from the wellbeing survey? ACTION for Wellbeing Lead/ HT Revisit and ask staff what suggestions they have for supporting their workload.</p> <p>Staff indicated wanting more support to improve confidence when supporting children with their mental health and wellbeing. ACTION for HT/AHT Consider additional training - Mental Health First Aid or recruiting a counsellor.</p>	HT/AHT
•	<p>Link Governor Reports reporting on Action Plans by Subject Leaders- meet at 4pm</p> <p>ACTION - Governors to upload reports from today's meetings to Governor Hub</p>	Governors
•	<p>Destination data-</p> <p>HT shared where Y6 children are moving on to for Y7</p> <p>Autism team are involved with children who need support for transition</p> <p>Red Hill 4</p> <p>Free School 25</p> <p>Blue Coat Trent 17</p> <p>Blue Coat Wollaton 1</p> <p>High School 2</p> <p>Girls High School 2</p> <p>Christ the King 1</p> <p>Wells Academy 1</p> <p>Carlton Le Willows 1</p> <p>Trent College 1</p> <p>Southwell Minster 1</p> <p>Nottingham Girls Academy 1</p> <p>Rose Hill 1</p> <p>3 Children have not accepted places and are appealing decisions</p>	HT/AHT
•	<p>Standard items – general:</p> <ul style="list-style-type: none"> Health and safety - L Paulson reported: working through from report from David Thompson - some things are taking a bit longer due to money or weather. Larger task to action is disabled toilet - in discussion with Caretaker. Playground - materials ordered to patch up holes in playground. Field is top priority. ACTION Andrea Snelling and Lucy Wareham to set up Task and Finish group. <p>Working on updating Health and Safety policy - SBM and Caretaker are attending different H&S courses.</p> <ul style="list-style-type: none"> Premises - still tiles on front elevation that are loose, so looking for 	HT/AHT

	<p>independent quotes. Price direct from scaffolder. Should be repaired by end of half term holidays. Snowboards needed for roof - this will be a capital spend. Issue with F2 roof design, in half term a new roof lining will be installed</p> <p>Job priority list will be going onto Governor Hub and shared at June FGB ACTION SBM to upload to Governor Hub for discussion Agenda item for FGB</p> <p>Intention to increase salary of Caretaker to reflect role of Site Manager - September</p> <ul style="list-style-type: none"> • Safeguarding <p>Bought package from MyConcern to be able to run reports. Will be doing training. ADSL Jo Rowlett - recommended the report package.</p> <p>2 MASH referrals recently - children haven't been attending school since October (Siblings). Escalated as not followed up by social care. Now been taken up by Intervention team.</p> <p>Parental Concern category - difficult to categorise. This is increasing.</p> <p>Governor asked about Pupil Premium funding and Family Support Worker access - there has been an increase in pupil premium throughout the school year. Our PP is 18% but threshold is 25% for additional support/intervention. School has to fund the resources to support the children and families.</p> <p>School review next week - with an Ofsted inspector</p> <p>ACTION H Yates (Safeguarding Governor) to observe a Safeguarding meeting TBA</p>	
<ul style="list-style-type: none"> • 	<p>Receive report on pupil attainment and progress from internal data, including progress towards targets- See Data Dashboard Spring Term 2023- Hub</p> <p>Data shared with Governors and HT/AHT talked through report</p> <p>F2 making good progress. Strong dispositions for learning. Governor praised the staff in F2.</p> <p>Governor queried drop from Autumn to Spring for AR % - teacher's caution in marking/assessment. Pupil progress meetings follow the data input and have unpicked some of the issues/ caution. CPD for staff over use of SIMs. Re-introducing moderation across schools this half term.</p> <p>Governor queried %AR for PP in year 1 will these children be able to reach AR? HT explained due to some of their multiple vulnerabilities they may not reach AR during year 1. However, they have seen progress in children with similar vulnerabilities moving from year 1 into year 2, so expect a similar trend for this cohort over the next year.</p> <p>Governors praised the high levels of attainment in Maths in KS2.</p>	HT/AHT
<ul style="list-style-type: none"> • 	<p>Policies for approval</p> <p>Charging and Remissions policy</p> <p>Discussed and approved by Governors</p> <p>Action - L Paulson Look into C4TN community transport</p>	

Closing Items	
<ul style="list-style-type: none"> Agenda items for next meeting List of job priorities (buildings) to be discussed further Update on Field Task and Finish group Governor applications 	
<ul style="list-style-type: none"> Date of next meeting 21.6.23 4-6pm in school FGB (this is a change to previously noted) 2023-24 dates TBC 	
<ul style="list-style-type: none"> Confidentiality and communication. None 	