

HAYDN PRIMARY SCHOOL GOVERNING BODY

Minutes of the autumn term virtual governing body meeting held via Microsoft Teams on Wednesday 24th November 2021 at 7.00pm.

Membership		Mrs F Rowland	Chair
(A denoted absence)		Mrs H Yates	Vice Chair
	A	Ms C Bruce	
		Ms S Chadwick	
		Mrs F Chauhan	
		Mr E D'Agostino	
		Ms J Dorrington	
		Ms L Paulson	
	A	Mrs M Yasin	
	A	Mr M Yusuf	
	A	Ms S White	
		Mrs T Mason	Headteacher
In Attendance		Mrs S Teal	Clerk to the Governing Body

PRELIMINARIES

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

Governors confirmed that they were in a confidential space.

FGB1/21-22/01 WELCOME, APOLOGIES FOR ABSENCE AND INTRODUCTIONS (if required)

ACTION

Apologies for absence were received and approved from Mrs M Yasin.

FGB1/21-22/02 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 business interest forms

The register of business interest form had been uploaded to GovernorHub. Governors confirmed they their current forms did not require updating.

Review and sign Governors Code of Conduct

FGB

Governors **agreed** to complete the confirmation to abide by the Governors Code of Conduct that can be found on GovernorHub.

FGB1/21-22/03 MEMBERSHIP

Current membership

Evidence of the current membership of the governing body 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).

There were no absences to consider.

Vacancy update

Vacancies exist for 1 parent governor and 1 co-opted governor.

End of terms of office

There were no end of terms of office to consider.

GIAS update

The clerk had checked the governance information on GIAS and reported the details were up to date.

FGB1/21-22-04 ELECTION OF CHAIR AND VICE CHAIR

Frances Rowland was re-elected unopposed as Chair for a term of 1 year.

Helen Yates was re-elected unopposed as Vice Chair for a term of 1 year.

Mrs Yates had previously expressed an interest in taking on the role as chair and had agreed with the current chair to act in her place during the spring term to get a feel for the role under her guidance.

FGB1/20-21/05 MINUTES OF THE LAST MEETING

Minutes of the meeting held on 23rd June 2021, a copy of which had been uploaded to Governor hub for review, were taken as read, confirmed and will be signed by the Chair.

Action points

- Headteacher now to arrange parent governor election in the spring term HT
- Chair had unsuccessfully put out feelers to the fill the co-opted governor vacancy with someone from a creative background. She was awaiting a reply from another contact. Julie Dorrington **agreed** to contact members of the Sherwood Arts Week again and also Sherwood Makers to seek interest JD
- PP update posted on GovernorHub. Will be reviewed in the new year
- Business Manager had compiled a list of those governors who had completed GDPR training. Elton D'Agostino, Sarah White, Manisha Yasin and Mohammed Yusuf were identified as those yet to complete it
- Contribution had been made to Therapy Thursday
- Allocation of subject links – on today's agenda (under item 15)
- Production of End of Year Impact Statement – still ongoing. Completion deferred to next meeting Chair/
HY/JD
- Safeguarding report on GovernorHub

Matters arising

No other matters arising.

FGB1/21-22/06 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.

FGB1/21-22/07 CORRESPONDENCE

Chair

None to report.

Headteacher

The governing body were informed of the resignation of a teacher who would leave after the Christmas break.

A governor asked if the teaching post was being actively recruited for. The Headteacher informed her that the role would be filled by a teacher who was to return from maternity leave after February half term. She explained the cover that would be employed for the 6 weeks from the end of the Christmas break until the teacher returned to work. External recruitment would not be necessary.

Clerk

None to report

SCHOOL PROGRESS

FGB1/21-22/08 HEADTEACHERS REPORT, INCLUDING THE SIP AND SEF, TO GOVERNORS

The Headteacher's report/SEF/SIP had been posted on GovernorHub prior to the meeting.

The Headteacher informed the governing body that the Self Evaluation Form (SEF) and the School Improvement Plan (SIP) were the 2 main documents that schools worked with.

When completing the SEF, the school was evaluated against the Ofsted criteria. It was judged to be "at least good" The Headteacher said that it was felt that the school was currently "in a state of flux with some children "out of sorts". She advised governors of the need to be ready for Ofsted inspection. Since previously judged as outstanding, the school would be inspected before July 2025. Governors noted that under the new Ofsted framework, it was harder to evidence that the school was outstanding, but it still aspired to be.

The Headteacher asked governors to read the SIP and to contact her if they had any questions.

FGB1/21-22/09 ARRANGEMENTS FOR THE HEADTEACHER'S APPRAISAL

The chair said that the Headteacher's appraisal had been completed and she had sent the appraisal report to all governors.

7.22pm – At the chair's request, the Headteacher left the meeting.

The chair reminded governors that during the 2020 Autumn term meeting, they had approved a pay increase for the Headteacher to move up 1 point on her pay scale. It had later been found that she could only be considered for an increase every 2 years, therefore the decision could not be implemented until this year.

Governors unanimously **agreed** that their previous approval for the Headteacher's pay increase should now be implemented and backdated to 1st September. The chair would inform the Business Manager and the Headteacher of their decision.

In reply to a governor's question, it was confirmed that there was a ceiling for the Headteacher's pay scale. The Chair of the Finance Committee asked that she be provided with a copy of the pay scale for the Headteacher.

7.31pm – The Headteacher was invited back to the meeting and was informed of the governor's decision.

FGB1/21-22/10 CONFIRM THE MEMBERS OF THE TEACHERS PAY COMMITTEE AND THE ARRANGEMENTS TO HEAR THE RECOMMENDATIONS OF THE HEADTEACHER

The Headteacher told governors that the teacher performance appraisals had taken place in October and everyone had moved up 1 incremental point on the pay scale.

A governor asked if this had been included in the budget. The Headteacher confirmed that it had. Helen Yates explained the different pay scales for teachers and how they moved up.

A governor referred to the "Staff Performance and Pay" section of the Terms of Reference and Scheme of Delegation 2021-2022 document where it indicated that the governing body would establish a Pay Committee to manage the annual salary review, and also that a committee would ensure that evidence of performance reflects the pay progression recommendations for all teachers. It would also approve pay recommendations. She asked governors to consider if they wanted to hold a separate Pay Committee in future.

A governor asked at what point in the year a pay discussion was held. The Headteacher said that it was held in October after targets had been reviewed and evidence presented. Governors may see an anonymised list of recommendations.

Following discussion, it was agreed that in future, pay recommendations should be heard by the P, F & GP Committee and the Terms of Reference should be updated to reflect this.

Governors **approved** the Model Pay Policy for Teachers 2021.

FGB1/21-22/11 POLICIES FOR REVIEW/APPROVAL

Governors **approved** the following:

- Safeguarding Policy. A governor had raised points prior to the meeting, resulting in amendments to the policy with regard to clarification of "the 4C's" and the addition of the name of the school. **She also asked what safeguarding training volunteers would receive.** The Headteacher replied that volunteers had not been given any training, but **agreed** to address this. She liked a governor's suggestion to produce a safeguarding pack for volunteers.
- Peer on Peer Abuse Policy

HT

FGB1/21-22/12 UPDATE ON GDPR

Governors noted that there had been no GDPR breaches and there were no concerns. All staff had updated their training and Sarah Chadwick had completed DPO training.

FGB1/21-22/13 ARRANGEMENTS FOR THE COMPLETION OF THE SCHOOL FINANCIAL VALUE STANDARD (SFVS)

Julie Dorrington and Elton D' Agostino would support the new Business Manager, Sarah Chadwick, to complete the document. The Headteacher said that the current Business Manager would finish her full-time role in December but would work 1 day a week to also give her support.

GOVERNOR REPORTS

FGB1/21-22/14 TERMS OF REFERENCE AND DELEGATION OF FUNCTIONS 2021/2022

The Terms of Reference and Delegation of Functions 2021/22 is still to be updated. The chair **agreed** to complete the document and bring it to the next FGB meeting for approval.

Chair

The clerk advised that the term of office for the chair and vice chair needed amending.

FGB1/21-22/15 REPORTS FROM COMMITTEES

Committee reports posted on GovernorHub.

The Headteacher updated the governing body regarding a confidential item in the last committee

meeting minutes, concerning a member of staff. They noted that due process had been followed and that the issue had been resolved.

Subject Links

The Headteacher shared the SIP on screen which contained a table setting out each subject, subject leaders and their link governors. She reminded governors that the last FGB meeting had identified that links had not been identified for Sarah Chadwick and Mohammed Yusuf. Following discussion, it was agreed that Ms Chadwick would be the link governor for geography in place of Helen Yates. In his absence, Mr Yusuf was allocated safeguarding and PSHE (to be shared).

The chair **agreed** to email the master copy of the table to the Headteacher who would post it on GovernorHub.

Chair/
HT

The chair explained to new governor, Francesca Chauhan, when link governor meetings would take place and what they would involve. She reminded all governors to complete governor visit forms and post them on GovernorHub. The Headteacher told governors that staff had not currently had time to produce their subject leader reports, but she would ensure that they were given that time.

Christmas Performances

Governors noted that the Risk Assessment for Christmas performances had been received from LA Health and Safety Manager, David Thompson. The school would stage live performances, but with restrictions to ensure Covid safety. The Headteacher said that it was particularly important for younger children to experience performing.

FGB1/21-22/16 GOVERNOR TRAINING AND DEVELOPMENT 2021-2022

Governors reported the following training:

- Sarah Chadwick - Pupil Premium and Sports Premium, Staff and Pupil Wellbeing, Finance, Governor Induction Course
- Chair – Safeguarding. What Governors Need to Know

Helen Yates said that she had raised the timings of training sessions with Governor Services because they often did not work for her. She wanted to know if there was any training that might be accessed at other times. Governor Services' trainers were to look into timings. Governors also suggested other available training platforms. It was also pointed out that the school was entitled to 1 in house training session which may be shared with another school. Helen Yates **agreed** to look into this.

HY

The Headteacher told governors that she had taken part in the NST's Securing Outstanding programme and had discovered that SIA time could be used to do interviews with governors to look at Ofsted questions. She **agreed** to organise this for the Spring term.

HT

FGB1/21-22/17 REPORTS FROM GOVERNOR VISITS AND VIRTUAL MONITORING

No reports.

REPORTS TO GOVERNORS

FGB1/21-22/18 DFE REPORT; KEEPING CHILDREN SAFE IN EDUCATION (KCSIE) UPDATE – Sep 2021

Action for Governors

- Ensure that all staff, including themselves are informed of the new changes and have read, and confirmed they have read, KCSIE part 1 and part 2 where appropriate;
- Governors will need to read KCSIE part 1 and part 2 where appropriate and digitally sign as "read" on GovernorHub
- As a result of these changes, governors will need to approve an updated version of the

FGB

Safeguarding and Child Protection Policy.

The Headteacher informed governors that My Concern had been used to store that staff had read and confirmed that they had read KCSIE part 1 and part 2 where appropriate. This included Midday Supervisors.

FGB1/21-22/19 LOCAL AUTHORITY REPORTS

PROPOSED SCHOOL ADMISSION ARRANGEMENTS FOR NOTTINGHAM CITY COMMUNITY SCHOOLS 2023-2024

INFORMATION FOR GOVERNORS

- Note that the admission arrangements determined for 2021-2022 and 2022-2023 have been varied in order to comply with a mandatory requirement of the School Admissions Code. It is not necessary to refer this variation to the schools' adjudicator in order to meet a mandatory change to the Code;
- Note that the Local Authority is not consulting on its proposed admission arrangements and oversubscription criteria for 2023-2024 set out in Appendices 1 and 2;
- Consider the proposed planned admission number for their own school (as set out in Appendix 3;
- Note the draft timelines for the 2023-2024 co-ordinated admissions process as set out in Appendix 5.

Governors noted the report.

FAIR ACCESS PROTOCOL (UPDATED AUGUST 2021)

ACTION FOR GOVERNORS

- Note the updated fair access protocol and procedures;
- Agree to the updated Fair Access Protocol 2021 to be in operation.

Governors approved the Fair Access Protocol.

FGB1/21-22/20 NST REPORT (for information)

Posted on GovernorHub.

CONCLUDING ITEMS

FGB1/21-22/21 SAFEGUARDING AND CHILD PROTECTION

Full details in Governor Report.

The Headteacher highlighted:

- Safeguarding Policy renewed
- Updated safeguarding training for all staff
- My Concern continues to be used to report concerns
- Further DSL trained (school now has 4) because the safeguarding picture is becoming more complex
- Child in Need – 8
- Child Protection Plan – 4
- Targeted Family Support – 5
- 1 child taken into care
- ADSL completed safeguarding audit. Identified actions already dealt with. Headteacher will upload a copy of the audit to GovernorHub together with a copy of the report after 4 weeks to confirm that the actions have been completed

HT

Lisa Paulson told governors that there would be online E-safety training for all parents on 13th December. Parents will be informed by email.

FGB1/21-22/22 PUPIL AND STAFF WELLBEING

The Headteacher told governors that children had enjoyed working in smaller groups in the summer term. They had continued to work in bubbles during the autumn term.

Assemblies had now been reintroduced in phases.

Children were pleased to be back in school in the summer term, but now the impact of the past 2 years is becoming more noticeable. The Headteacher talked about the issues regarding how children manage their behaviour particularly during contact play. She said that they needed a wider group to play with. Peer Mediators, School Counsellors, etc., are to be brought back.

FGB1/21-22/23 HEALTH AND SAFETY UPDATE

The summary and findings from October's Health and Safety Walk had been uploaded to GovernorHub prior to the meeting.

A governor commented that that there was no indication of costs or timelines in the report.

Mrs Paulson said that she would speak to the Business Manager about this. She thought that the majority of work identified would be inexpensive and could therefore be actioned quickly. Ms Chadwick added that there was a list of jobs that the Site Manager would action.

The chair suggested adding priorities to the report.

A governor asked how often H&S walks took place. The Headteacher replied that they were undertaken on a termly basis. There had been a lot of maintenance issues recently (lighting, leaks, etc.) because of the age of the building. It was part of the Site Manager's duties to look at a number of things on a daily basis.

FGB1/21-22/24 EQUALITY INCIDENTS REPORTED SINCE THE LAST MEETING

No reported incidents.

FGB1/21-22/25 EVIDENCE OF GOVERNING BODY IMPACT ON SCHOOL IMPROVEMENT

- Pay Committee suggestions
- Proposed Safeguarding Pack for volunteers. Helen Yates offered help with this.
- Additions to H&S report

FGB1/21-22/26 ARRANGEMENTS FOR CHAIR TO INSPECT SCHOOL RECORDS

The chair would inspect school records this term.

FGB1/21-22/27 CONFIRM DATES AND TIMES OF FUTURE MEETINGS

The following meeting dates were agreed:-

Spring term 2022:

- Full Governing Body – Wednesday 16th March at 7.00pm.

Summer term 2022:

- Full Governing Body – Wednesday 22nd June at 7.00pm

FGB1/21-22/29 AOB

See Confidential Appendix.

FGB1/21-22/30 CONFIDENTIALITY AND COMMUNICATION

It was **agreed** that no items be deemed confidential for the purpose of the minutes, with the exception of: **FGB1/21-22/29**.

See confidential appendix

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: 9.09pm

Signed by the Chair:

Date:

ACTION POINTS FROM THE MEETING:-

Reference	Action	Responsible	Outcome
FGB1/02	Complete the confirmation to abide by the Governors Code of Conduct that can be found on GovernorHub.	FGB	
FGB1/05	Arrange parent governor election in the spring term. Contact members of the Sherwood Arts Week /Sherwood Makers. Produce End of Year Impact Statement.	HT JD Chair/HY/JD	
FGB1/11	Address safeguarding training for volunteers.	HT	
FGB1/14	Update Terms of Reference by next FGB meeting.	Chair	
FGB1/15	Update master copy of governor links and email to Headteacher. Post on GovernorHub.	Chair HT	
FGB1/16	Investigate in- house training sessions. Organise session with SIA in Spring term for GB to look at Ofsted questions.	HY HT	
FGB1/18	Read KCSIE part 1 and part 2 and digitally sign as "read" on GovernorHub	FGB	
FGB1/21	Post Safeguarding Audit on GovernorHub together with report to confirm actions completed after 4 weeks	HT	

Academic Year 2021 -2022											
Governor Name	Autumn 2021			Spring 2022				Summer 2022			
	PF&GP 12/10	SD&P 12/10	FGB 24/11	FGB				FGB			
Mr E D'Agostino	Y	Y	Y								
Ms C Bruce	Y	Y	A								
Ms S Chadwick	A	A	Y								
Mrs F Chauhan	A	A	Y								

Ms J Dorrington	A	Y	Y									
Mrs T Mason	Y	Y	Y									
Ms L Paulson	Y	Y	Y									
Mrs F Rowland	Y	Y	Y									
Ms S White	A	A	A									
Mrs M Yasin	Y	Y	A									
Mrs H Yates	A	Y	Y									
Mr M Yusuf	A	Y	A									

Confidential appendix of the autumn term virtual governing body meeting held via Microsoft Teams on Wednesday 24th November 2021 at 7.00pm.

FGB1/21-22/29 AOB

ACTION

The chair informed the governing body that during the Headteacher's appraisal, they had spoken about CPD for both her and the school. The chair had also asked her when she might want to retire. Taking into account succession planning, the Headteacher had been encouraged to set 1 objective that would benefit the school and the next steps.

The Headteacher told governors that she would definitely remain for this academic year and was considering working part-time from the next autumn term. She spoke of her working relationship with Assistant Head, Lisa Paulson and said that she would like to "pass the baton" to her in the future. The chair said that it had always been the ethos of Haydn to look at succession planning and to promote from within. She supported the Headteacher in her proposal.