

Haydn Primary School Governing Board

Minutes of the summer term governing board meeting held on Wednesday 21st June 2023 at 6.00pm at the school.

Membership (A denoted absence)	Helen Yates (Chair) Andrea Snelling (Vice Chair) Sarah White Manisha Yasin (A) Mohammed Yusuf Ros Harris Lisa Paulson (left at 5:07pm) Francesca Chauhan (A) Elton D'Agostino Julia Dorrington Teresa Mason (Head)
In Attendance	Emily O'Hanlon, Clerk to the Governing Board Sarah Chadwick School Business Manager

PRELIMINARIES

FGB3/22-23/01 WELCOME AND APOLOGIES FOR ABSENCE

Apologies for absence received from Mohammed Yusuf and Elton D'Agostino were approved by the governing board.

ACTION

FGB3/22-23/02 DECLARATIONS 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.

FGB3/22-23/03 MEMBERSHIP

Attendance requirements

The Chair asked if there were any concerns around attendance; none were received. The Chair had received a letter from Sarah White, who wishes to resign due to ill-health. The Chair sent a letter of thanks on behalf of the FGB. There were no other absences to consider

Vacancy update – co-opted governor recruitment

The Chair reported that there was one co-opted, one parent and one LA governor vacancy. It was noted that today's meeting was Julia's last meeting after deciding to step down. Governors expressed their thanks to Julia. Lisa had moved from a co-opted governor, which now left four co-opted vacancies and as of this meeting, the Chair had received six applications; five of these are parents of current pupils but these would be a co-opted governor, so we need to review their skills.

There has been no update on the LA governor vacancy. A Governor shared that if all vacancies were co-opted, we wouldn't be able to recruit a certain skill. It was agreed by governors to keep one vacancy free as an LA governor in case there is a skill set missing. Governors agreed that there is an interest to the board to have two governors with a finance background; this could be as a budget holder or managing director with a business of a similar size. Governors are also seeking a governor with community links; one applicant had previously run for the Local Authority elections so there is a potential there. Two applicants have worked in education previously (one as a former HT and another who currently works in a school with SENCO). The applications were displayed on the screen in the meeting and informal discussions were held. All applications are to be deleted once a governor has been appointed. A governor expressed a concern that diversity should be considered; there were three men and three women who had applied for these roles.

The Chair mentioned that she had sought guidance from Governor Services about a potential conflict of interest but was advised that this was not a conflict.

End of terms of office

The Clerk reported Julie Dorrington and Manisha Yasin term of office would be ending on 24 June 2023. They will need approval by the Board should they wish to stay on as governors. Manisha requested to stay on as governor, this was approved.

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 21st June 2023 was up to date.

FGB3/22-23/04 MINUTES OF THE LAST MEETING

Minutes of the meeting held on 18th April 2023, 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
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	Completed
FGB2/22-23/03	Follow up with parent governor runner-up.	Chair	Completed
FGB2/22-23/03	Look at governor vacancies and recruitment campaign	Chair/HT	Completed
FGB2/22-23/03	Complete register of pecuniary interests, sign governor code of conduct and read KCSIE.	FGB	Completed
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	Completed
FGB2/22-23/10	Look over costs associated with ongoing repairs as well as wider regeneration project.	FGB	Ongoing
FGB2/22-23/10	Provide FGB with list of ongoing maintenance requirements and costs.	SBM	Ongoing
FGB2/22-23/12	Request FGB approval of Attendance and Behaviour policies.	Chair	Completed
FGB2/22-23/15	Minutes from last committee meetings not shared with FGB. Clerk to chase with Governor Services.	Clerk	Completed
FGB2/22-23/15	Formal committee proposal to be shared with FGB.	Chair	Completed
FGB2/22-23/18	Look through framework and share findings with FGB.	Chair	Ongoing
FGB2/22-23/19	Look over audit and consider a schedule to complete going forward. Share audit for information with FGB.	Chair/HT	Completed

FGB2/22-23/21	Resend Safeguarding report to FGB.	HT	Completed
FGB2/22-23/25	Schedule inspection of records.	Chair	Scheduled for 23 June

Matters arising

There were no other matters arising from the minutes.

FGB3/22-23/05 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.

FGB3/22-23/06 CORRESPONDENCE ITEMS

From the Chair

Nothing to report.

From the Headteacher

Nothing to report.

From the Clerk

Nothing to report.

SCHOOL PROGRESS

FGB3/22-23/07 HEADTEACHER'S REPORT TO GOVERNORS

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:

Haydn Primary needs to be Ofsted ready and to work with partner (Mandy Austin). The HT has reached out to Sarah Fielding who will inspect the school and give us a feeling of an Ofsted inspection in preparation. The Report from Emma Hollis' visit in May looked at our strengths such as behaviour, personal development, leadership and quality of education. The School Development plan will be worked on from September.

Emma Hollis' feedback was that we are a complex school which acknowledged and validated staffs concerns. There are pupils from a variety of backgrounds and cultures which adds complexity to the needs of the school. Overall, it was a positive visit and was marked as a good school. There are behavioural challenges but Emma was happy with how the school deals with those. The main area for future focus is the quality of education (curriculum being sequential and children building their knowledge over time). Emma found that children were finding it difficult to articulate their learning; they talked about their activity ("I'm doing") rather than what they have learnt ("I know..."). **A governor asked, how can we improve this?** This was worked on immediately; we listed the qualities of teaching and walking into lessons to observe these and the different strategies used. We want to see these in every lesson, so we will encourage talking about this more.

A governor asked, would this warrant a display board? At the school we have something simple, which is "ask me about my learning today". There's also the option to have older children going into the younger group classes to encourage those conversations.

Pre-covid, we hosted assemblies where year groups would showcase their work to the whole school. We want to re-introduce this. A discussion was held around the children going an 'end of unit or work task' such as mind-maps or writing; an example was provided where this was done in a Year 1 class.

Our framework and progression maps need tweaking so that they state "Children will know"; this will help prove how knowledge is built over time.

Years 2 are doing three reading sessions a week, with additional reads being done with those who need it

more. Reading has to remain as a priority. A governor asked, can parents volunteer to help with reading? Yes, if they are trained and ready to commit. This would need to be done at 3 reads a week for 15/20 minutes per read, potentially at the end of each day. The training is completed online.

Action: HT to put an advert out.

A governor asked, do we have any links with the universities? The teacher-training courses are a good resource to tap into. We have an additional student coming in to do a placement and there are student volunteers available. Nottingham Trent University and HMRC push staff to do volunteering.

The HT referred to the report talking about maths and articulating pupil's math knowledge; we also need to ensure maths is being done consistently and being adapted for SEND pupils. Staff have also now agreed a consistent approach to streaming in maths.

Lisa left the meeting.

We've placed two recruitment adverts; Amanda and Anna are stepping up to be Assistant Heads with Mary continuing in her current role.

A governor asked, are there any transition plans for the next Academic year? These will be done formally once we know who has what classes. This should be known on 12 July.

FGB3/22-23/08 UPDATES ON CATCH UP FUNDING, PUPIL PREMIUM AND SPORTS FUNDING

There is a meeting for Pupil Premium and Sports Premium funding on Thurs 22nd June at 6.00 -7.30pm.

FGB3/22-23/09 SCHOOL FIELD RE-DEVELOPMENT UPDATE

Nothing to report.

FGB3/22-23/10 UPDATE ON APPROVAL OF BUDGET 2023-2024 AND CURRENT IN YEAR FINANCIAL POSITION

Nothing to report.

FGB3/22-23/11 POLICIES FOR REVIEW/APPROVAL

Nothing to report.

FGB3/22-23/12 APPROVAL OF THE NEW PAYROLL SERVICES PROVIDER FROM SEPTEMBER 2023

Nothing to report.

FGB3/22-23/13 REVIEW AUDIT REPORTS AND IMPLEMENT RECOMMENDATIONS

Nothing to report.

FGB3/22-23/14 CONSIDER ARRANGEMENTS FOR HEADTEACHER PERFORMANCE MANAGEMENT FOR ACADEMIC YEAR 2023-2024, INCLUDING APPOINTMENT OF EXTERNAL ADVISOR AND APPROVAL OF PERFORMANCE MANAGEMENT GOVERNORS

Performance management of the Headteacher is scheduled to take place on Tue 20th June at 6.00-7.30pm.

FGB3/22-23/15 THE IMPACT OF THE COST-OF-LIVING CRISIS

Welfare and well-being of pupils and staff.

There's now a good knowledge of the families of pupils; staff now know of children who don't have breakfast and make sure they have this (it was noted that there were not many). The school are supporting one family in particular by trying to get their child to attend school.

There seem to be no trends and individual cases have been responded to. There are no increase in parents asking for help.

There is a Risk Assessment and insurance covered for pupil having lift to school.

Welfare and well-being of the Head.

Nothing to report.

Support for families and the community.

Nothing to report.

GOVERNOR REPORTS

FGB3/22-23/16 REPORTS FROM COMMITTEES

None.

FGB3/22-23/17 GOVERNOR TRAINING AND DEVELOPMENT

Manisha has completed the online NSPCC Safeguarding training. Francesca is half-way through this.

FGB3/22-23/18 REPORTS FROM GOVERNOR VISITS

All reports are now in a folder created on GovernorHub; there are actions for governors.

Action: Governors to check GovernorHub for outstanding actions re: Admissions Policy and Complaints Policy.

Gov's

FGB3/22-23/19 END OF YEAR GOVERNORS IMPACT STATEMENT

Measuring the impact of your governing body on Tue 27th June at 6.00-7.30pm.

REPORTS TO GOVERNORS

FGB3/22-23/20 LOCAL AUTHORITY REPORT AND DFE GUIDANCE

- DfE Guidance: Dealing with concerns and complaints.
- Determined admission arrangements for Nottingham City community schools, 2024-2025.

Haydn School have reviewed their complaints policy. This is on GovernorHub.

FGB3/21-22/21 NST REPORT (for information only)

Nothing to report.

CONCLUDING ITEMS

FGB3/22-23/22 SAFEGUARDING AND CHILD PROTECTION

The report has been completed and is currently being reviewed. There is one child-protection place open.

Trends are being reviewed; there are some pupils with parental concerns impacting on children (e.g., alcoholism, mental health or domestic violence); these are our main areas of concern.

A governor asked, **what can the school do?** We meet regularly and keeping the profile up. We're scheduling a survey out to children on safeguarding, which was suggested as good practice. A governor asked, **is the language appropriate?** Yes, the Chair looked at the survey and confirmed that the language used was appropriate.

Action: Chair to set a date to shadow a safeguarding meeting.

Chair

FGB3/22-23/23 HEALTH AND SAFETY UPDATE

Quotes have been obtained to replace the lights in the hall and 9 classrooms to be LED lights; this will be done over the summer period and October half-term.

The holiday club makes maintenance quite tricky for contractors, we need to get on top of this and ensure discussions are taking place. The floor replacements are not scheduled for this calendar year.

FGB3/22-23/24 EQUALITY INCIDENTS REPORTED SINCE THE LAST MEETING

There have been two incidents reported since the last meeting; one was homophobic behaviour and the other was a racist comment. A governor asked, **how have these been dealt with?** These were dealt with in the usual sensitive way; we inform parents and talk to the children involved.

A governor asked, **can something be done more widely?** We give parents examples and then update the parents. A governor asked, **is this received well by parents?** Parents are shocked and pupils are ashamed.

We provide messages of tolerance, acceptance, kindness and being fair, but we are dealing with external influences such as social media. It was highlighted that when speaking to children about their role models, most answers refer to YouTubers.

The Year 5 cohort have done well since the teachers have settled into their roles, but perhaps when we head into the autumn term, we need to cement those relationships. A governor asked, **what happened?** A teacher left at Christmas and then we could not recruit to this post and there were inconsistencies with staff; we had one particular student who was struggling.

A governor asked, **when there have been incidents on pupil behaviour, you deal with that pupil, but what support is given to the students on the receiving end of it?** Restoratively, we have participated in a 1-to-1. The homophobic comment was not directed at an individual but was a general message, but this still needs to be challenged.

FGB3/22-23/25 ARRANGEMENTS FOR CHAIR TO INSPECT SCHOOL RECORDS

This is scheduled for Friday 23 June.

FGB3/22-23/26 CONFIRM DATES AND TIMES OF FUTURE MEETINGS

Confirm arrangements and dates of future meetings

Autumn 2023;

- Joint committee – Wednesday 11th October at 2.00pm;
- Full governing board – Wednesday 22nd November at 6.00pm.

Please note that these dates may change. Action: Chair to confirm.

Action: Chair to go through the minutes of all meetings and arrange to have approved minutes on the website. **Chair**

FGB3/22-23/28 CONFIDENTIALITY AND COMMUNICATION

It was agreed that two items 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 6.00pm.

Signed by the Chair:

Date:

ACTION POINTS FROM THE MEETING:-			
Reference	Action	Responsible	Outcome
FGB3/22-23/18	Governors to check GovernorHub for outstanding actions re: Admissions Policy and Complaints Policy.	Governors	
FGB3/22-23/22	Chair to set a date to shadow a safeguarding meeting.	Chair	
FGB3/22-23/26	Chair to go through the minutes of all meetings and arrange to have approved minutes on the website.	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			Y
Eiton D'Agostino	Y	Y	Apols	Apols	Apols	Y			Apols
Julie Dorrington	Y	Apols	Y	Apols	Apols	Y			Y
Ros Harris	A	Y	Y	A	Y	Y			Y
Teresa Mason	Y	Y	Y	Y	Y	Y			Y
Lisa Paulson	Apols	Apols	Y	Y	Y	Apols			Y
Frances Rowland	Y	Y	Y						
Andrea Snelling	A	Y	Y	Y	Y	Y			Y
Sarah White	A	A	Y	A	A	A			Y
Manisha Yasin	Apols	Apols	Apols	Apols	Apols	A			Y
Helen Yates	Apols	Apols	Y	Y	Y	Y			Y
Mohammed Yusuf	A	A	Y	A	A	A			Apols

Haydn Primary School Governing Board

Confidential appendix to the minutes of the summer term governing board meeting held on Wednesday 21st June 2023 at 6.00pm

FGB3/22-23/03 MEMBERSHIP

ACTION

The HT and Staff Governors expressed their reservations about one of the applicants and their attitude towards the school. A Governor shared that it can be difficult to be both a governor and a parent and should the reservations suggest that they think it would be difficult for the applicant, then the Chair would like to hear those concerns and to take this into consideration.

A governor asked, is there a difference in role of PTA and Governor? Yes, they are very different with different skills required.

A governor asked, is the applicant fighting a corner for the children, or presenting their argument in a different way? A different way.

Governors discussed the applicant's experience in education and business management. It was decided that it would be worthwhile to speak with the applicant with the former HT experience. Governors agreed that they would like to appoint three governors and keep the fourth vacancy.

The Chair asked, is there anyone that we would like to say a definite yes to? Governors agreed on three applicants who would then be invited to come into the school for a visit and a chat. They would not join meetings until October 2023.

Action: Chair to contact the three approved applicants.

FGB3/22-23/07 HEADTEACHER'S REPORT TO GOVERNORS

A governor asked, what has happened to sports provision? Staff are now teaching their own P.E. lessons now that Mr Ward is leaving. The school are trying to arrange cover for the summer sports camp.

A governor asked, how will you cover PPA? We will need a sports coach and would need to recruit to this role. The P.E. slot in timetables was used for teachers to do prep, but this will not be available if they are covering their own P.E. lessons. A governor asked, do we have a qualified teacher? No. A governor asked, are we hoping for a variety of sports or special sport? We're hoping for an 'all-rounder' to provide a range of opportunities, we have a few links that we are exploring.