

HAYDN PRIMARY SCHOOL GOVERNING BODY

Minutes of the spring term virtual governing body meeting held via Microsoft Teams on Wednesday 10th March 2021 at 7.00pm.

Membership (A denoted absence)	Mrs F Rowland Chair Mrs H Yates Vice Chair Ms C Bruce Ms S Chadwick Mr E D'Agostino Ms J Dorrington Ms L Paulson A Mrs A Williams Mrs M Yasin Mr M Yusuf Ms S White 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.

PRELIMINARIES

FGB2/20-21/01 APOLOGIES FOR ABSENCE

ACTION

There were no apologies for absence. Mrs A Williams was expected to join the meeting later.

FGB2/20-21/02 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.

At the request of the clerk, governors confirmed that they were in a confidential space.

FGB2/20-21/03 MEMBERSHIP

Current membership

Evidence of the current membership of the governing body had been presented in advance of the meeting; 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 2 co-opted governors.

End of terms of office

The clerk advised the governing body that Mrs L Paulson's term of office would end on 12th March (staff governor) and Mrs A William's, term of office would end on 23rd March (parent governor). The Headteacher agreed to speak to staff with regard to the staff governor role and she would also arrange a parent governor election.

HT

Governors Code of Conduct

Governors confirmed they had received, read and agreed to adhere to the Governors' Code of Conduct.

Approval of Scheme of Delegation

The chair advised governors that she was still working on the Scheme of Delegation. It was agreed that this would be an agenda item for the next FGB meeting.

Agenda
Item

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 that the information as of today's date required amendment for Caroline Bruce, Elton D'Agostino, Sarah White and Yusuf Mohammed as their terms of office did not coincide with those held by Governor Services. The headteacher agreed to speak to SBM to amend.

HT

Confirmation that governor checks are up to date (DBS and Section 128)

The Headteacher confirmed that all DBS and Section 128 checks had been completed.

The chair reminded governors that they had discussed how to fill the 2 co-opted governor vacancies at the last meeting. The vice chair had found a possible candidate, Francesca Chauhan, and governors confirmed that they had read the brief statement that she had emailed to the chair about herself and confirming her interest in joining the governing body.

Governors **approved** her appointment as a co-opted governor. The chair would contact Francesca Chauhan to invite her to join the governing body and **agreed** to send her details to Governor Services.

Chair

FGB2/20-21/04 MINUTES OF THE LAST MEETING

Minutes of the meeting held on 25th November 2020, copies of which had been uploaded to Governor hub for review, were taken as read.

Action points

- Governors confirmed that they had read KCSIE/Governors Code of Conduct.
- The chair had contacted Governor Services re the updating of GovernorHub
- The Headteacher **agreed** to continue to seek interest to fill the remaining co-opted governor role
- It had been posted on the website that there are no employees who earn £100K or more
- RSHE Policy – on today's agenda
- The chair and Headteacher would update the Terms of Reference and take it to the next FGB meeting
- Governors confirmed that they had been in touch with subject leaders and had received their reports

HT

Chair/
HT

Matters arising

There were no other matters arising from the minutes.

FGB2/20-21/05 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.

FGB2/20-21/06 CORRESPONDENCE ITEMS

From the Chair

There was no correspondence from the chair.

From the Headteacher

There was no correspondence from the Headteacher.

From the Clerk

Due to Covid 19 the DfE have decided that the SFVS return should be delayed this year. For the financial year 2020/2021, schools should submit their SFVS to the LA no later than 28th May 2021.

SCHOOL PROGRESS

FGB2/20-21/07 HEADTEACHER REPORT TO GOVERNORS

The Headteacher reminded governors that autumn term baseline testing had taken place when pupils had returned to school following the first lockdown. She referred them to the Data Dashboard on GovernorHub and said that the autumn term had gone well and pupils were catching up, however younger pupils needed more work.

The school had focussed on delivering a robust remote learning offer during the second lockdown, together with concentrating on the pupils who were in school.

Spring term assessment is to take place during the week beginning 28th March and SATs papers will be sat as normal. The Headteacher will report on the assessment at the next meeting.

The school would concentrate on getting children back to school this week and ensuring that they feel safe and secure.

A governor asked if there were any pupils who had not returned to school. The Headteacher said that there was one family who was currently self-isolating and another family who felt nervous about the return. She was pleased to report that the 2 families who had been nervous about the return to school in the autumn term, had now returned.

The Headteacher and Assistant Head, Mrs Paulson, had produced a document that identified every pupil in school who was not achieving, for each subject area. They would speak about this to all members of staff.

The school is concentrating on writing, particularly in Year 4.

Mrs Paulson delivered headlines from a recent review of the schools remote learning provision by SIA, Jess Steele, which had been posted on GovernorHub prior to the meeting. She told governors that leaders had used the DfE remote learning tool to look at the school's offer and felt very proud of the provision. The SIA had also been impressed.

The SIA had looked at remote learning research by EEF and Doug Lemov and believed that the school's practice was clearly reflected in their recommendations. The key messages to consider from the research had been shared with staff, together with the DfE toolkit.

Remote learning continues as some children are still self-isolating.

Governors noted the pleasing results of a parent survey which identified that 94% of them agreed/strongly agreed that communication and organisation was effective and 83% agreed that the daily remote learning provision was effective.

The Headteacher told governors that having the most vulnerable pupils in school had made the delivery of lessons challenging. She praised staff for “doing an amazing job”.

In reply to a governor’s questions, the Headteacher confirmed that all pupils would be assessed in the spring term. Parent evenings would be held after the Easter break.

The Headteacher said that the school had purchased a system that would analyse gaps and generate interventions.

A governor asked if Covid funding could be used for this. The Headteacher replied that it could.

A governor referred to recent media reports with regard to summer schools and asked if the school had considered support packages that could be used in the summer. The Headteacher replied that the summer holidays had not currently been considered. The way that the school had recently been working was to be responsive and now that it was fully open, it was concentrating on wellbeing and offering the whole curriculum. Thought may be given to using Teams to roll out interventions in the summer.

Governors praised what the school had achieved and gave thanks to all staff.

The Headteacher agreed to speak with a governor outside the meeting to explain certain data. Mrs Paulson advised governors that once the spring data was analysed the dashboard would be annotated and headlines would be identified.

Another governor said that she found data difficult to interpret and asked if a data session could be delivered to help governors to understand what they were looking at. The Headteacher invited all governors to attend a virtual data session to take them through the data dashboard on **Wednesday 28th April at 2pm.**

The Headteacher’s report was received with thanks.

FGB2/20-21/08 COVID CATCH UP FUNDING, PUPIL PREMIUM AND SPORTS FUNDING UPDATE

The Catch-up Premium Plan 2020 -2021 had been posted on GovernorHub. The plan had been put on hold during lockdown, but would be put into action now that the school had fully opened. Governors were reminded that the catch-up premium would be used to fund 1:1 tuition, small group work, etc. The school also had an over staffed model at present.

The Headteacher told governors that the SEND leader was delivering training about the SEND provision in school and what Quality First lessons look like.

The school was having a push on social and emotional development.

Forest School interventions were to be rolled out for LAC/Post LAC and other vulnerable children.

Governors noted that details of Pupil Premium funding had been posted on the website.

The Headteacher said that Sports Premium would be received in the summer term. She said that the sports lead had provided PE lessons throughout the lockdown.

FGB2/20-21/09 APPROVAL, DELEGATION OF APPROVAL, OF BUDGET 2021-2022, INCLUDING PURCHASE OF SERVICES

Delegated to the Personnel, Finance and General Purposes Committee meeting.

FGB2/20-21/10 POLICIES FOR REVIEW/APPROVAL

Mrs M Yasin reported that she had spoken to the RSHE lead about the RSHE Policy that was to become statutory in September 2021. She expected some parents to have concerns and thought that the school should promote transparency and re-assure them.

Mrs Yasin had clarified that there was to be a further consultation with parents and thought that this should be a separate event (not just put in the newsletter). She also suggested that all information be available on-line for parents to view and following consultation, questions and answers should be published on-line.

Mrs Yasin referred to the Jigsaw programme and asked if parents would be informed what was being taught. The Headteacher said that content would be published beforehand.

The chair asked if the school was following national guidelines. The Headteacher confirmed that it was. She reminded governors that the RSHE Policy was not a Haydn policy.

Governors discussed the content of the policy and thought that it would be useful for parents to be given more detail. A governor suggested that it would be good to give examples of the resources for different age groups.

Mrs Paulson asked Mrs Yasin to annotate the areas within the policy that she thought were vague and said that she would look at these with the Headteacher.

LP/HT

Governors **agreed** to further defer the approval of the RSHE Policy to the next full governing body meeting.

Agenda
Item

FGB2/20-21/11 GDPR UPDATE

There was nothing to report.

FGB2/20-21/12 COMPLETION AND APPROVAL OF SCHOOLS FINANCIAL VALUE STANDARD (SFVS)

Mrs J Dorrington and Mr E D'Agostino had looked at the SFVS and asked questions of the Business Manager. Some items were still to be completed.

Governors **agreed** that the completed document should be taken to the next P, F&GP meeting for approval.

FGB2/20-21/13 STAKEHOLDER VIEWS INCLUDING PUPIL AND STAFF WELL-BEING

Detailed in the Headteacher's report.

The Headteacher informed governors that all senior leaders were responsive if staff were anxious or nervous and there was an open culture where people could talk. There were lots of issues around Covid 19, although people's anxieties had lessened since lateral flow tests had been introduced in schools and some staff had been vaccinated. Mrs Paulson told governors that staff had maintained keeping in bubbles.

The Headteacher said that in general, wellbeing was good. Pupils were pleased to be back in school. The school was mindful that when it had fully opened, there had been a culture shock for the vulnerable pupils that had been attending school during lockdown and had worked in smaller groups.

In reply to a governor's question, the Headteacher said that staff would be directed to counselling information and webinars if needed. No-one was working in isolation and everyone had support. Support could also be accessed through NST and the LA.

A governor asked if any more children had presented as vulnerable during the current lockdown. The Headteacher said that this had not happened as much as during the first

lockdown. The school had ensured that most vulnerable children had been in school.

A governor asked if staff were looking for vulnerabilities this week. The Headteacher answered that that they were. Staff were recording concerns through MyConcern which were actioned weekly by the safeguarding team.

GOVERNOR REPORTS

FGB2/20-21/14 REPORTS FROM COMMITTEES

Committee minutes posted on GovernorHub.

FGB2/20-21/15 GOVERNOR TRAINING AND DEVELOPMENT

Training was reported as follows:

- Sarah Chadwick – Governor Induction Training
- Sarah White – Effective Challenge and Supporting
- Manisha Yasin – Autism and Early Years Training

A governor asked whether on-line training provided by the LA could be recorded live. The chair **Chair** agreed to email Mrs R Harvey to provide an answer.

FGB2/20-21/16 REPORTS FROM GOVERNOR VISITS

The chair had completed safeguarding monitoring.

REPORTS TO GOVERNORS

FGB2/20-21/17 VIRTUAL MEETINGS POLICY

Governors are recommended to review and approve the updated Governors Virtual Meeting Attendance Policy.

Policy Update

The Governors Virtual Meeting Policy has been updated to include a confirmation statement from governors at the start of the meeting that they will be in a confidential space during the meeting, this will be minuted by the clerk.

A governor asked whether, going forward, virtual governing body meetings would continue. The Headteacher said that she hoped governors would be able to meet in person on 23rd June.

Governors discussed the feasibility of mixing virtual and face to face meetings in the future. The chair thought that it was vital that governors visited the school at some point every school year.

A governor asked if there was scope for governors to visit the school in a controlled way. The Headteacher said that currently DfE guidance was being strictly followed and therefore visitors were limited. She hoped that monitoring visits could be resumed after Easter.

FGB2/20-21/18 NST Report (for information)

Posted on GovernorHub.

CONCLUDING ITEMS

FGB2/20-21/19 SAFEGUARDING AND CHILD PROTECTION

The Headteacher reported:

- DSLs continue to meet weekly
- MyConcern is used to log concerns – each teacher has their own login
- Each concern is looked at and reports generated
- Child Protection Plan – 2 families

- Initial Child Protection conference – 1 child
- School contacts families about some concerns that do not require social care involvement

The chair questioned the formatting of the safeguarding report the Headteacher had produced for governors. The Headteacher **agreed** to run the report again to solve the problem.

HT

FGB2/20-21/20 HEALTH AND SAFETY UPDATE

The Headteacher told governors that a new risk assessment had been completed and had been sent to David Thompson and union leaders. A governor commented that should another risk assessment be needed, it would be helpful if changes were highlighted

A governor asked what provision was in place for the new Covid tests that parents have to do and if there is a process in place for isolation. The Headteacher replied that if a parent has to isolate, they must inform the school that the family is isolating. The school will keep a log. Mrs Paulson said that lateral flow tests can be taken at a testing centre, or those with children in school can procure a box of lateral flow tests to use at home.

In reply to a further question, the Headteacher said that if a parent tested positive for Covid, their child would have to isolate with them, but a bubble would not close unless the child also tested positive. This information had already been sent out to parents, but she **agreed** to send it out again.

HT

FGB2/20-21/21 EQUALITY INCIDENTS REPORTED SINCE THE LAST MEETING

No equality incidents reported.

FGB2/20-21/22 EVIDENCE OF GOVERNING BODY IMPACT ON SCHOOL IMPROVEMENT

- Safeguarding monitoring
- Proposed data meeting
- Challenges/question during meeting
- Governor reports
- Meeting with literacy lead. Discussed parent involvement with literacy
- Outturn statements reviewed and discussed with Business Manager

FGB2/20-21/23 ARRANGEMENTS FOR CHAIR TO INSPECT SCHOOL RECORDS

The chair would inspect school records next time she was able to visit the school.

FGB2/20-21/24 CONFIRM DATES AND TIMES OF FUTURE MEETINGS

The following meeting dates were agreed:-

Summer term 2021;

- Joint Committee – Wednesday 12th May at 2.00pm
- Full Governing Body – Wednesday 23rd June at 7.00pm

The chair asked governors to let her know if they had not received meeting invitations.

The Headteacher thanked governors for their support.

Governors thanked the Headteacher for her hard work.

FGB2/20-21/25 CONFIDENTIALITY AND COMMUNICATION

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

The meeting closed at 9.00pm

Signed by the Chair:

Date:

ACTION POINTS FROM THE MEETING:-

Reference	Action	Responsible	Outcome
FGB2/03	Speak to staff re staff governor role/arrange parent governor election	HT	
	Invite FC to join GB/Send details to governor services	Chair	
	Ask SBM to amend GIAS	HT	
FGB2/04	Seek interest re co-opted governor vacancy	Headteacher	
	Update Terms of Reference	Chair/Headteacher	
FGB2/10	Look at areas of RSHE Policy annotated as vague	LP/HT	
FGB2/15	Email R Harvey re recording of online training	Chair	
FGB2/19	Re-run safeguarding report	HT	
FGB2/20	Send information to parents re Covid testing	HT	

Academic Year 2020 -2021												
Governor Name	Autumn 2020			Spring 2021				Summer 2021				
	FGB 25/11	JC 27/1		FGB 10/3				FGB				
Mr E D'Agostino	Y	Y		Y								
Ms C Bruce	Y	A		Y								
Ms J Dorrington	Y	Y		Y								
Mrs T Mason	Y	Y		Y								
Ms L Paulson	Y	Y		Y								
Mrs F Rowland	Y	Y		Y								
Ms S White	Y	Y		Y								
Mrs A Williams	N	A		A								
Mrs M Yasin	Y	Y		Y								
Mrs H Yates	Y	A		Y								
Mr M Yusuf	Y	A		Y								
Ms S Chadwick	-	-		Y								