

Haydn Primary School Governing Board

Minutes of the autumn term governing board finance meeting held on Wednesday 25th September 2024 at 4.15pm

Membership	H Yates, Chair
(A denoted absence)	A Snelling, Vice Chair
	M Bold
Apols	F Chauhan
Apols	E D'Agostino
Apols	M Hanson
Apols	R Harris
Apols	A O'Grady
	J Olpin
	L Wareham
Apols	M Yasin
	M Yusuf
	L Paulson, Headteacher
In Attendance	D Harvey, clerk to the governing board
	A Harley, Deputy Headteacher
	S Chadwick, School Business Manager

PRELIMINARIES

FGB1/24-25/01 WELCOME AND APOLOGIES FOR ABSENCE.

ACTION

The Chair welcomed everyone to the meeting, a round of introductions followed for new perspective governor J Olpin.

Apologies for absence received from F Chauhan, E D'Agostino, M Hanson, R Harris and M Yasin were approved.

FGB1/24-25/02 DECLARATION OF INTEREST, RENEWAL OF BUSINESS INTEREST, ANNUAL DISCLOSURE STATEMENT AND GOVERNORS CODE OF CONDUCT.

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 pecuniary interest

The register of pecuniary interest form had been uploaded to GovernorHub. Governors confirmed they had read, completed and electronically signed.

Annual disclosure statement

As part of the governing boards commitment to safeguarding our children, all staff, governors and volunteers are required to declare any offences committed post issue of their Criminal Records Bureau (CRB) or Disclosure and Barring Service (DBS) immediately an offence occurs.

If a governor is charged with, or receive a caution or conviction, or are considered to be a risk to children that might affect their ability to perform the governor role, the Headteacher must be informed immediately in writing.

If a governor fails to disclose a conviction or caution that might affect their ability to perform

their governor duties, they may be subject to disciplinary procedure and removal from the governing board.

All governors must sign an annual declaration confirming they understand and comply with this requirement. If a governor fails to complete the annual declaration, this will result in removal from the governing board.

Governors confirmed they had signed the annual declaration on GovernorHub.

Review and sign Governors Code of Conduct

The clerk reminded governors, any changes which prevent a governor adhering to the Code of Conduct, therefore, impeding on their ability to fulfil their role, must be reported to the Headteacher and Chair”.

The Code of Conduct had been uploaded to GovernorHub.

Governors confirmed they had read and adhere to the Code of Conduct, which had been electronically signed prior to the meeting.

The Chair drew governors’ attention to their strategic functions, which is included on the code of conduct document.

FGB1/24-25/03 MEMBERSHIP

Current membership

Evidence of the current membership of the governing board 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 board, 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

The clerk reported the following vacancies on the governing board.

- One local authority.

The governing board duly appointed J Olpin as co-opted governor

The clerk reminded governors of the requirement for new governors to have an enhanced DBS check within 21 days of their appointment.

<https://disclosureservices.com/dbs-checks-for-school-governors/>

The clerk reminded governors of the requirement opportunities available through online recruitment services, Governors for Schools (<https://governorsforschools.org.uk/>) and Inspiring Governance (<https://www.inspiringgovernance.org/>).

The Chair said she will speak with F Chauhan, who has indicated that she is looking at stepping down, governors recognised the impressive skillset F Chauhan brings to the governing board and

school.

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 Get Information About Schools (GIAS) in advance of the meeting and reported the details required updating with the Headteacher and M Yasin.

FGB1/24-25/04 ELECTION OF CHAIR AND VICE CHAIR

The clerk sought nominations or self-nominations for the position of Chair, **the governing board duly appointed H Yates as Chair.**

The clerk sought nominations or self-nominations for the position of Vice Chair, **the governing board duly appointed A Snelling as Vice Chair.**

FGB1/24-25/05 MINUTES OF THE LAST MEETING

Minutes of the meeting held on 12th June 2024, a copy of which had been uploaded to GovernorHub for review, were taken as read, confirmed and would be signed by the Chair.

Action points

Reference	Action	Responsible	Outcome
04	Share the proposed Ofsted training dates with governors.	Headteacher	Date shared and training completed.
07	Share the academic year 2024-2025 school priorities with governors once finalised.	Headteacher	Agenda item and School Improvement Plan has been shared on GovernorHub.
10	Share the PE and sports funding review report with governors.	Headteacher	Confirmed this was shared on GovernorHub and the document was placed on the school website by the July 2024 deadline.
12	Seek guidance from the LA on adding a timeframe for keeping low level concerns records for the policy.	Headteacher	The Headteacher said she spoke with C McCrone, who will get more information about this, in the meantime, if were to have that form completed, will follow procedure, consider the staff code of conduct or make an agreement with the staff member. Does not go on personnel file, however will keep a record on the Headteacher saved file. C McCrone agreed to this course of action. The Headteacher said having this record saved can be used to evidence patterns. Governors noted one of the issues is whether this information is shared

			<p>with a new employee and they asked whether there are descriptors for the concerns. The Headteacher said there are criteria and threshold that must be met to take to LADO.</p> <p>The Headteacher said as part of safer recruitment, patterns will be considered.</p> <p>A governor asked, are the low-level concerns shared with the LA. The Headteacher said they are not. Governors noted that having this as an internal system, means the responsibility falls upon the school.</p>
13	Look into the funding allocation and how this is reported in the three-year budget forecast.	SBM	Action to move forward.
19	Draft end of year impact statement and share with the governing board for publication on the school website.	Chair	Action completed.
20	Share the SIA report with governors.	Headteacher	Action completed.

Matters arising

There were no matters arising.

FGB1/24-25/06 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.

FGB1/24-25/07 CORRESPONDENCE

Chair

The Chair informed the meeting she received a complaint from a parent, she said that she followed the complaints procedure and responded to the complaint and there have been no further correspondence.

Headteacher

None to report.

Clerk

None to report.

FINANCE AND PERSONNEL

FGB1/24-25/08 RECEIVE OUTTURN REPORT

Governors confirmed receipt of the period 5 outturn report on GovernorHub.

The SBM highlighted the key points from the period 5 outturn report, including the forecast carry forward of £132,000. There is an in-year deficit of £89,000.

A governor noted there was a considerable variance against the staff cost, they asked how the school is protecting itself against this, given there is spend around temporary staff. The SBM explained the cost of causal/supply TAs are paid on an hourly rate and have had an increase pay award of £1290 as opposed to the 3.5% predicted. The SBM said there are pupils in the school who are receiving one-to-one support who are not receiving any or the necessary additional funding to manage this one-to-one support.

The Headteacher said there are pupils at the school that require one-to-one support and the school utilise the staffing to provide support, however the cost is greater that the support that can be provided. The SBM highlighted the intake of F2 pupils who require additional support, she noted this is a local and national issue. The SBM said consideration is given to the impact of staff workload and therefore these pupils are receiving that support, which comes at a cost.

The current in-year overspend on Education Support Staff is £44,851.

The meeting discussed the reserve and how the school over years have managed the budget effectively to have an end of year carry forward that provides the school with a financial buffer.

The SBM highlighted another point relating to staff absence insurance, where the school is receiving half of the cost of getting a supply. She commented governors discussed at a previous meeting the pros and cons of purchasing staff absence insurance and whether the costs could be ringfenced and cover the cost of absences. The SBM commented whether covering the absence internally would be sustainable long term.

The SBM said the budget did not include the KS2 reading band books, however these required updating as a matter of urgency.

The SBM updated the meeting on school meals, she explained there is currently an in-year deficit of £6,000 and the school is absorbing the free school meal costs.

The SBM commented the period 7 outturn report needs to be submitted to the LA.

The SBM informed governors, £21,000 had been set aside for purchase of ICT equipment in the original budget, she said that £10,000 of this has been transferred into school reserves and will defer the purchase of iPads to the next academic year. Governors noted the quotes were available on GovernorHub.

The Chair asked why there was a sudden urgency to purchase the laptops. The Headteacher explained the reason for the urgency is due to there being a number of laptops that are no-longer fit for purpose. The Headteacher noted an agreement was sought between governors, the Chair reported the governing board agreed to move ahead with the purchase laptops.

The Chair asked is there some learning that needs to be taken from this, ensuring that electronic equipment does not get to a point where it is no-longer fit for purpose. Governors asked if it is worth running through the inventory and consider other pieces of equipment that need addressing. The Headteacher said learning has been taken from the situation. **Governors asked, are staff aware of the process for making large purchases and that costs over a certain spend requires three quotes and governor approval.** The Headteacher said they are aware of the process.

A governor asked, with reference to teachers and Ofsted, are they aware of the expectations around equipment and standards. The Headteacher said they are, she noted that ICT is unique due to the considerable cost for equipment compared with other subjects.

A governor asked, what will happen with the old laptops. The Headteacher said those that are still working will be given to staff members, the others are recycled through a verified provider. **A governor asked, is there a need to purchase a full suite of laptops, if several of them are possibly being available for staff members.** The Headteacher said the laptops specs are not those expected to work on and only be used by staff for basic tasks.

FGB1/24-25/09 STANDARD ITEMS

The SBM said there have been no virements or write-off and disposals to report.

The SBM said the flooring for two classrooms were installed during the summer holiday, other pieces of work includes disable toilet, flooring in another classroom, benches installed around the school site, treatment of woodwork around school, the dining room wall re-filled, painted and protected.

The SBM said the amphitheatre was removed from outside class 1D, the wood from this has been recycled and used around the school site.

The Chair wished to pass governor thanks onto the Site Manager.

The Headteacher said the school are looking at installing additional sheds on the school grounds due to need further space for Opal play equipment, the quotes from them for these are £5,000 and from a local company at £1,100. The Site Manager agreed to purchase and build sheds at a considerable reduced cost.

The SBM informed the meeting the play equipment was inspected and there are a couple of recommendations.

FGB1/24-25/10 GDPR UPDATE

Arrangements for completion of the governor checklist

The clerk reported, your governing board has collective responsibility for data protection. Governors need to be assured that your school is compliant with the law and processes are robust and effective. The checklist has been developed to support governors in monitoring data protection processes, identify areas for development and through termly GDPR reporting in meetings, ensure they are met. It is also recommended the governing board appoints a GDPR governor.

The Chair agreed to review the document and consider where the document sits within the governing board link responsibilities.

Chair

FGB1/24-25/11 GUIDANCE AND POLICIES FOR REVIEW/APPROVAL

Safeguarding policy

A governor asked, **does the school carryout the Section 128 checks on governors.** The SBM said she completes the Section 128 check, and this applies for governors and senior managers within the school.

The Chair noted in the policy it states that the DSL is included within their job description, she asked for confirmation that is included. The Headteacher said she is unsure whether it is included, the **SBM agreed** to check this information.

SBM

-The SBM left the meeting at 5.35pm-

The governing board approved the safeguarding policy.

Attendance policy

The Chair asked, is there anything to raise in terms of content, page 6 refers to an authorised absence pass, governors queried what this was. The Headteacher said the school does not have an authorised absence pass, **the Chair asked for this information to be removed.** The **Headteacher agreed** to remove any reference to authorised absence pass.

A governor asked, are we intending it to be at the discretion of the Headteacher and how will it work in practice. The Headteacher said when the school makes a third referral to the LA, they then make a decision on how to take the matter further.

A governor queried whether there was conflicting information within the policy, in particular reference to discretion on alternative action that could be taken following a third referral against a section within the policy where it states after a third referral, a parent will be taken to court and be prosecuted. The Headteacher said once the referrals are made to the LA, they decide on the following actions to take, **the Chair and governors recommended adding a sentence that states the LA are the decision makes following referrals and they can take a different course of action.**

A governor queried whether there could be a condensed version of the attendance policy, as it may be too intimidating for parents. The Headteacher explained the policy is required to have all the necessary information and changes have been made to meet the school needs.

Staff code of conduct

The Vice Chair said the document mentions the use of mobile phonics/devices, is there a need to clarify how images are placed on Class Dojo, ensuring that staff are using school devices and not their own devices. The Headteacher said staff are told to use a school device (iPad) to capture evidence/photography for the purpose of Class Dojo. The Headteacher said images cannot be uploaded from their own phones due to restriction.

GOVERNOR REPORTS

FGB1/24-25/12 ARRANGEMENTS TO REVIEW AND UPDATE THE SCHEME OF DELEGATION AND TERMS OF REFERENCE DOCUMENT AND THE DELEGATION OF FUNCTIONS 2024/2025

Governors noted, there were no changes to the statutory policies list.

The governing board agreed to change their meeting model structure from one full governing board meeting and three committees meeting to the two full governing board meeting a term model.

The clerk agreed to update the Terms of Reference and share with governors.

Clerk

Governors agreed to continue to support, when required, to sit on a committee of other maintained schools, subscribing to NST, in the event of governors being unavailable.

Pay committee

- Chair;
- Vice Chair;
- M Bold.

Pay appeals committee

Any three governors, excluding those employed to work in school. All committee members to have no prior knowledge of the exclusion being considered and no conflict of interest.

Pupil discipline committee

Any three governors, excluding those employed to work in school. All committee members to have no prior knowledge of the exclusion being considered and no conflict of interest.

In the event of insufficient governors being available, governors to be sought from other maintained schools, subscribing to NST, subject to them having no conflict of interest.

Staff Dismissal Committee

Any three governors, excluding those employed to work in school. All committee members to have no prior knowledge of the case being considered and no conflict of interest.

In the event of insufficient governors being available, governors to be sought from other maintained schools, subscribing to NST, subject to them having no conflict of interest.

Staff Dismissal Appeal Committee

Any three governors, excluding those employed to work in school. All committee members to have no prior knowledge of the case being considered and no conflict of interest.

In the event of insufficient governors being available, governors to be sought from other maintained schools, subscribing to NST, subject to them having no conflict of interest.

FGB1/24-25/13 REPORTS FROM COMMITTEES

The Chair informed the meeting the pay committee met to hear the Headteacher recommendations.

The Chair said she discussed with the Headteacher having verbal feedback of the link visit. The Chair said the subject leader reports are to be shared on GovernorHub prior to the meeting. The Chair recommended the subject leader email their report to their link governor, with the link governor having a meeting with the subject leader and then add a comment at the end of the report for uploading onto GovernorHub.

FGB1/24-25/14 REVIEW OF GOVERNOR KEY LINK ROLES

Governors reviewed the governor key link roles and approved the following governors:

- Safeguarding governor – H Yates;
- SEND governor – A Snelling;
- Health and safety governor – L Wareham;
- Attendance governor – J Olpin;
- Wellbeing governor – M Yusuf and J Olpin;
- Opal play – A Snelling.

The Headteacher said wellbeing is a school priority and she has started reviewing a Staff

Wellbeing Charter as reference. She feels it would be beneficial to have a link governor to share ideas and gather staff views.

FGB1/24-25/15 GOVERNOR TRAINING AND DEVELOPMENT INCLUDING TERMLY WORKSHOP DAYS 2024-2025

The clerk informed the meeting the governor training was available to view and book directly on GovernorHub and detailed on the front page of the Governors Report booklet. Key training dates were also highlighted, under subject matter, on the agenda.

Governors confirmed completion of safeguard training, prevent duty and FGM training.

FGB1/24-25/16 REPORTS FROM GOVERNOR VISITS AND MONITORING

Reminder of audit dates and governors were invited to attend any session (all sessions at 9am);

- SEND audit – 9th October;
- English audit – 16th October;
- Safeguarding audit – 4th November;
- Diwali celebration day – 6th November;
- EYFS audit – 13th November;
- Attendance audit – 20th November;
- Pupil premium – 2nd December;
- Diwali celebration day – 6th November.

FGB1/24-25/17 BOARD ASSURANCE FRAMEWORK AND EARLY WARNING SYSTEM CHECKLIST

The Board Assurance Framework and Early Warning System checklist had been uploaded to GovernorHub in preparation for the meeting.

The clerk reminded governors that the Board Assurance Framework had been introduced in the spring term 2023. The purpose of the document was to provide a structured mechanism for ensuring the governing board complies with statutory duties, together with an assurance process to validate and verify the information received by the Board.

The Chair said she has reviewed the Board Assurance Framework.

The Early Warning System checklist has been developed following governor input and sharing of experiences at the summer term governor workshop on 'developing an early warning system to help governing boards keep our schools strong'. The diagnostic framework is designed to mitigate risk in your school and covers the following areas:

- Safeguarding;
- Quality of education;
- Behaviour and attitudes/personal development;
- Governance and leadership;
- Data security;
- Finance;
- Staffing;
- Estate;
- IT and cyber security;
- Business continuity.

The Chair agreed to email governors for a volunteer to review the checklist with herself.

Chair

REPORTS TO GOVERNORS

FGB1/24-22/18 REPORT FROM THE SCHOOL IMPROVEMENT ADVISOR

The Headteacher drew governors' attention to the School Improvement Plan and the priorities for the academic year, she asked governors to read the document.

The Chair asked, what is Haydn's cultural capital. The Headteacher providing all children with access certain experiences, particular pupil premium children or those disadvantaged pupils. Planning opportunities for every pupil, ensuring they gain cultural capital to enhance experience and language. The Headteacher said cultural capital at Haydn is on the staff appraisal and it is all about the offer/extra opportunities available for pupils from the school.

-L Wareham and M Bold left the meeting at 6.15pm-

FGB1/24-25/19 REPORTS FROM DfE GUIDANCE

Keeping Children Safe in Education (KCSIE) – (update Sept 2024).

Report author: Karen Shead – Clerk to Governing Boards and Governor Safeguarding Trainer.

Karen.shead@nottinghamcity.gov.uk

Action for governors:

- To be assured that all staff have read at least part 1 of KCSIE
- All governors to read KCSIE part 1
- The Chair and link governor for safeguarding to read the full KCSIE document
- Ensure that the updated definitions and terminology changes in KCSIE 2024 are embedded into all relevant policies and safeguarding documentation, reviewed and approved in the autumn term

Summary of report

The Department for Education has uploaded the latest version of Keeping Children Safe In Education (KCSIE) which came in to effect on 1st September 2024.

<https://www.gov.uk/government/publications/keeping-children-safe-in-education>

There was no consultation period this year as the changes made are mainly technical for example to bring KCSIE in line with other guidance e.g. Working together to safeguard children 2023.

<https://www.gov.uk/government/publications/working-together-to-safeguard-children>

KCSIE guidance applies to all schools and colleges and is for:

- Headteachers, teachers and all other staff.
- Governing boards, proprietors, and management committees.

The guidance sets out the legal duties you must follow to safeguard and promote the welfare of children and young people under the age of 18 in schools and colleges.

Statutory guidance sets out what schools **must** do to comply with the law. Where the guidance states schools and colleges **should** do something, you should follow this unless you have good reason not to.

Changes overview:

Part 1: Safeguarding information for all staff

An updated definition of safeguarding and promoting welfare which is now defined as:

- Providing help and support to meet the needs of children as soon as problems emerge (this bullet point is new).
- Protecting children from maltreatment, **whether that is within or outside the home, including online** (this last part has been added).
- Preventing impairment of children's mental and physical health or development.
- Making sure that children grow up in circumstances consistent with the provision of safe

- and effective care.
- Taking action to enable all children to have the best outcomes.

Updated list of early help indicators:

Schools should now also be alert to any child who:

- Has experienced multiple suspensions, is at risk of being permanently excluded from schools, colleges, and in alternative provision.
- Has a parent or carer in custody (previously it was family member in prison) or is affected by parental offending.
- Is frequently missing/goes missing from education, home or care (the word education has been added).

Wording and changes in terminology:

- Where applicable ‘abuse and neglect’ has been changed throughout the document to ‘abuse, neglect and exploitation’. Exploitation has been included to remind us that abuse might not just occur in the home, but it may also occur outside of the home, and even online.
- The definition of abuse now also has ‘including where they see, hear or experience its effects’ when recognising the impact of domestic in children and young people, which may extend beyond signs of physical harm.
- Deliberately missing education replaced with ‘unexplainable and/or persistent absences of education’ when referring to safeguarding issues.
- **When** staff have any concerns about child-on-child abuse now related with **if** they have concerns – which are to be reports to a DSL.

Part 2: The management of safeguarding.

The section on children who are lesbian, gay, bisexual or gender questioning has been updated. The words gender questioning has replaced the word ‘trans’.

This section remains under review until the response to the gender questioning children consultation has been published. Therefore, no changes to policies on this subject are required at this time.

Advice given to schools using the DfE’s Data Protection guidance for schools to help comply with data protection law, develop data policies and processes, know what staff and pupil data to keep, and follow practices for preventing personal data breaches.

Alternative provision – where a school places a pupil in an alternative provision, the school continues to be responsible for safeguarding of that pupil. The school must be satisfied that the placement meets the pupil’s needs.

No changes in parts 3 and 4

Part 5 – Child on child sexual violence and sexual harassment

Updated definition of early help now defined as ‘support for children of all ages that improves a family’s resilience and outcomes or reduces the chance of a problem getting worse’.

Annexes

Annex C – role of the DSL

Holding and sharing information – the DSL should keep written records of all concerns, discussions and decisions, including the rationale for those decisions. This should include where decisions are made or not made to agencies and services.

FGB1/24-25/19 EDUCATION GOVERNANCE REPORTS

Proposed admission arrangements for community schools for 2026/2027.

LA Contact Officer:

Danny Hall, Service Delivery Lead (Education)

E-mail: danny.hall@nottinghamcity.gov.uk

Action for Governors

Governors are recommended to;

- note the proposed admissions arrangements and oversubscription criteria for 2026/2027 set out in the report;
- note the proposed changes to the arrangements and prepare response to consultation;
- note the planned admission number for their own school set out in the table included;
- note the timelines for the co-ordinated admissions process;
- ensure that this information appears on your school's website during the 2025/2026 and 2026/2027 school years.

The local authority is proposing the following changes to the admission arrangements for 2026/2027.

Increase Secondary Preferences: We propose increasing the number of preferences for secondary school applications from 4 to 6. This change aims to improve the likelihood of parents securing a preferred school and streamline the admissions and appeals process, reducing the need for late applications and staggered appeals.

Extend Waiting List Closing Date: We seek to extend the waiting list closing date from May half term to the end of June. This allows families, especially those moving into the area late in the academic year, more time to secure a school place, ensuring schools understand their obligations and reducing last-minute admissions. Admission to the new academic year would apply to all applications received 1st July onwards.

Introduce Year 6 Waiting List: We propose establishing a Year 6 waiting list to reduce the need for weekly reapplications, particularly benefiting vulnerable families and those with language barriers for whom the current system is difficult to navigate. This change aims to promote equity and ensure more children secure school places. We will continue to make parent/carers aware of the potential impacts of moving children during Year 6.

As a result, admission arrangements for 2026/2027 academic year are proposed to change as above. No further changes are proposed at this time including no changes to any Published Admission Numbers (PANs).

The proposed arrangements will proceed through the routes of approval at Nottingham City Council, and be out for formal consultation before the closing of the consultation window 31st January. Please prepare your response to the consultation. This will either be that the governors have no objections to the proposals or that governors wish for comments to be considered. Details for submitting the response will be shared later in the term.

No further changes are proposed at this time including no changes to any Published Admission Numbers (PANs).

The proposed admission arrangements for the 2026/2027 academic year will proceed through routes of approval at Nottingham City Council. Once approved, the determined arrangements will be shared with governors (usually at summer term meeting).

The oversubscription criteria is included as well as the admission numbers for community schools. Maps showing catchment areas for city community schools form part of the arrangements as do a copy of the timetables for coordinated admission processes. The city council's Fair Access Protocol is also included for reference but is not part of the formal arrangements.

We welcome any concerns or feedback informally in respect of the proposed changes. Please contact Danny Hall, Service Delivery Lead (Education) at your earliest convenience.

Promoting a Whole School Approach to Health and Wellbeing: Rationale, Strategies, and Support for Governors.

Report author: Catherine Kirk, Health and Wellbeing Team Manager

achievewell@nottinghamcity.gov.uk

Background

Research shows that promoting a whole school approach to health and wellbeing has the potential to improve both educational and health related outcomes for children. Schools play a key role in educating children around health and wellbeing through statutory Relationships, Sex and Health Education. Ofsted evaluate how well school's educate and promote healthy lifestyles through the Personal Development judgement in the current Inspection framework.

Key to a whole school approach is a clear vision and ethos set by governors and school leaders and shared with the whole school community. The vision and ethos should permeate relevant school policies and practices.

Other key elements of a whole school approach include:

- Provision that meets the needs of pupils.
- Comprehensive Personal, Social and Health Education.
- Application of learning within and outside of the classroom.
- A safe and supportive environment for children and adults.
- Learning from networks and training.
- Involving parents and carers.

The Nottingham Eating and Moving for Good Health Strategy Delivery Plan identifies schools as key partners in providing children with the education to make healthy choices around food and physical activity. As part of this strategy, Nottingham City Council has created the Achieve Well Team to provide support to schools to implement a whole school approach to health and wellbeing. This includes a free Awards programme which assists schools in auditing, improving and celebrating their health and wellbeing provision. The programme is hosted on a virtual platform which enables the school to demonstrate progress to partners. The Team also offers a FREE health and wellbeing survey for year 6 (other year groups are available) which gives school valuable data on children's health related behaviours.

How can we help.

The Achieve Well Team offers a range of free services around a whole school approach to health and wellbeing for schools in the City. This includes an Award programme, training, networks, resources and individual support.

Schools can contact the Team on achievewell@nottinghamcity.gov.uk

FGB1/24-25/21 NST REPORT (for information)

Governors noted the NST report had been uploaded to GovernorHub.

CONCLUDING ITEMS

FGB1/24-25/22 SAFEGUARDING AND CHILD PROTECTION INCLUDING GOVERNOR CHECKLIST

The meeting noted this item was covered earlier in the meeting.

FGB1/24-25/23 EQUALITIES INCIDENTS REPROTED SINCE THE LAST MEETING

The Headteacher reported there was one equality incident since the last meeting, the incident was racist comment, language picked up from father. A governor asked was the incident addressed with the parent, the Headteacher said she spoke with the parents and addressed the concern. The Headteacher said this was recorded on MyConcern.

FGB1/24-25/24 ARRANGEMENTS FOR CHAIR OR DESIGNATED GOVERNOR (Health and safety governor) TO INSPECT SCHOOL RECORDS

The Chair agreed to inspect the school records.

Chair

FGB1/24-25/26 CONFIRM DATES AND TIMES OF FUTURE MEETINGS

The following meeting dates were agreed:

Autumn term 2024;

- FGB Standards and Performance – Wednesday 4th December at 6.00pm.

Spring term 2025;

- FGB Finance – Wednesday 22nd January at 4.00pm;
- FGB Standards and Performance – Wednesday 19th March at 6.00pm.

Summer term 2025;

- FGB Finance – Wednesday 14th May at 4.00pm;
- FGB Standards and Performance – Wednesday 25th June at 6.00pm.

FGB1/24-25/27 CONFIDENTIALITY AND COMMUNICATION

It was **agreed** that no 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 6.25pm

Signed by the Chair:

Date:

ACTION POINTS FROM THE MEETING:

Reference	Action	Responsible	Outcome
10	Review the GDPR document and consider where the document sits within the governing board link responsibilities.	Headteacher	
11	Check job descriptors to see if Designated Safeguard Lead is included.	School Business Manager	

12	Update the Terms of Reference and share with governors.	Clerk	
17	Email governors for a volunteer to review the Early Warning checklist with herself.	Chair	
24	Inspect the school records.	Chair	

Attendance at meetings for the 2024-2025 Academic Year											
Governor Name	Autumn 2024			Spring 2025				Summer 2025			
	FGB 25.9										
H Yates, Chair	Y										
A Snelling, VC	Y										
M Bold	Y										
F Chauhan	Apols										
E D'Agostino	Apols										
M Hanson	Apols										
R Harris	Apols										
A O'Grady	Apols										
J Olpin	Y										
L Wareham	Y										
M Yasin	Apols										
M Yusuf	Y										
L Paulson, HT	Y										