

Haydn Primary School Governing Board

Minutes of the spring term full governing board standards meeting held on Wednesday 19th March 2025 at 6pm via Teams

Membership (A denoted absence)	H Yates, Chair A Snelling, Vice Chair M Bold
Apols	E D'Agostino M Hanson
Apols	R Harris A O'Grady J Olpin L Wareham
Apols	M Yasin
Apols	M Yusuf L Paulson, Headteacher
In Attendance	S Gadzik, Clerk to the governing board

PRELIMINARIES	
FGB2/24-25/01 APOLOGIES FOR ABSENCE	ACTION
The Chair welcomed everyone to the meeting. All confirmed they were in a confidential space. Apologies for absence were received M Yasin, M Yusuf, A O'Grady, E D'Agostino, R Harris. Apologies were approved. Governors noted that some governors are currently observing Ramadan. They will aim to schedule next year's meetings outside of Ramadan.	
FGB2/24-25/02 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.	
FGB2/24-25/03 MEMBERSHIP	
Current membership	
Membership is up to date on GovernorHub. There were no upcoming end of terms of office to consider.	
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).	
FGB2/24-25/04 MINUTES OF THE LAST MEETING	
Minutes of the meeting held on 22 nd January 2025, a copy of which had been uploaded to GovernorHub for review, were approved and will be electronically signed by the Chair.	

Action points			
Reference	Action	Responsible	Outcome
03	<p>Contact M Hanson to seek his intention regarding the governor position</p> <p>Talk with F Chauhan on whether she would be willing to remain on the governing board as an associate member.</p>	Chair	<p>M Hanson wishes to continue</p> <p>F Chauhan is happy to be an associate</p>
07	<p>Share any learning from the Finance in Challenging Times session with governors</p> <p>Share the costs of the finance software packages</p>	<p>J Olpin</p> <p>SBM</p>	<p>Report is on GovernorHub – see agenda</p> <p>Done</p>
09	Read Communication Policy and submit approval by 5 th February, the Chair agreed to pin to GovernorHub	All	Done – shared with staff and parents
FGB2/24-25/05 CHAIR'S OR VICE CHAIR'S EMERGENCY ACTION SINCE LAST MEETING			
None.			
FGB2/24-25/06 CORRESPONDENCE ITEMS			
From the Chair			
The Chair had an email from a parent asking how governors ensure they meet SEND requirements. The Chair has replied and had no further response.			
From the Headteacher			
None.			
From the Clerk			
None.			
SCHOOL PROGRESS			
FGB2/24-25/07 HEADTEACHER'S REPORT TO GOVERNORS AND PROGRESS OF THE SIP			
<p>The Headteacher went through the key points in her report, which was available on GovernorHub.</p> <p>SEND register and EHCPs – No significant changes since last meeting.</p> <p><u>Quality of Education</u></p> <p>Creativity remains central to the curriculum. Helping children to be resourceful and learn from mistakes continues to be a strong focus.</p> <p>Learning is contextualised by meaningful and memorable experiences, including trips and visitors to school.</p> <p>There is a rich sports offer with activities including gymnastics and additional swimming lessons. A parent governor concurred that sports activities they have attended are inclusive for all.</p> <p>The Forest School programme has been streamlined but is still available to all children.</p> <p>The Headteacher invited all governors to the Year 5 performance of The Tempest supported by the RSC Associate School Programme.</p> <p>Mid-year staff appraisal reviews have taken place. Overall, teaching and learning are at least</p>			

good with some outstanding practice.

'Marking in the moment' is in place and helping both pupil feedback and teacher workload by reducing the amount of marking.

Key Priorities

Continuing to extend the Key Learning assessment criteria – this is now in place for RE, Art and Computing. Future meetings with staff are planned to give further support as needed. A governor said during their recent visit, they saw the Padlets platform used effectively to track and assess.

Embedding the Priority Literacy programme across the school with a focus on writing sequence – almost all staff are consistently using the new writing planning format.

Providing staff training to focus on SEND in the classroom – two sessions on adaptive training have taken place. They can evidence how this is being using in the classroom. The SEND audit had to be postponed but it will take place.

Refine offer to Pupil Premium children – The school has changed the pupil support plan (PSP) format to reflect a tiered approach for each child. In response to a question, the Headteacher confirmed these are shared and discussed with parents at parents evenings.

ACTION: The Headteacher will share a copy of the new PSP with governors.

HT

Behaviour

Behaviour overall is consistently positive, as reflected in the Ofsted report. The way staff deal with negative behaviour is proactive and effective. Children recognise where other children find it difficult to regulate their behaviour and accommodate this. Restorative practice is embedded in behaviour management.

A key priority has been to improve lunchtimes so time is spent purposefully. The introduction of the OPAL Programme during playtime and lunchtime has had a positive impact on both behaviour and attitudes. Disagreements among children have reduced, as have first incidents.

The Headteacher invited governors to visit during lunchtime to see the OPAL Programme. A parent governor confirmed her child very much enjoys the OPAL activities. The Headteacher commended Dan Shaw for the effort he has put in to making the scheme a success.

A governor asked for an update on pupil voice activity. The Headteacher said they have not done a formal pupil voice activity since Ofsted but there are regular opportunities to express their views, including weekly OPAL assembly. Children attended primary parliament at the Council House and gave a presentation to councillors about how to improve air quality and road safety around the school. Children are looking at a climate action plan.

Governors discussed issues with parking and stopping on yellow lines at pick up and drop off time, as well as possible solutions. They discussed improved signage, encouraging parents to park further away, creating a one-way system and enlisting support from the council.

ACTION: The Headteacher will suggest that the school council write to their local councillor and design a poster to encourage responsible parking. The Headteacher to find out who to contact in community protection.

HT

Lucy Wareham will make contact with the Councillor Adele Williams and invite her to come into school.

LW

Personal development

Ofsted noted that this is a particular strength.

Curriculum planning – The strands of diversity, sustainability and British values are being embedded into foundation subjects. Teachers are actively working on this, and they will continue to revisit in meetings.

Equality and diversity – Topics are explicitly discussed in assemblies and curriculum. Diversity is celebrated and the school ethos is to be inclusive.

Leadership and management

Workload – With the new streamlined staffing structure, some staff are noticing they have less extra time to complete tasks. The Headteacher is building in time for staff when, for example, new initiatives are introduced. Staff have a half day per half term for subject leadership. The senior team are cognisant of supporting staff with parental challenges or demands.

Early years

This was rated outstanding by Ofsted.

F1 and 2 outdoor leaning provision now mirrors each other and are being used purposefully. Key priorities are phonics knowledge and reading for pleasure.

A key priority is consistency of quality interactions with children. Overall this is good, but could be even better in some areas. Staff have started Early Excellence training, which will be monitored to assess impact.

They have ensured that all children have opportunities to build cultural capital.

Progress remains strong. They are aiming to retain GLD at 80% this year.

FGB2/24-25/08 PUPIL DATA

The Headteacher apologised that some headlines in the dashboard uploaded to GovernorHub were not up to date. She shared the current data. She noted the data is from last term; the spring term data will be available next week.

Year 1 - **A governor noted the dip in year 1 and asked if they have changed staffing.** The Headteacher said they are trying to keep the same level of support in Year 1 and 6. The data is from autumn so before changes to the staffing structure took place.

Year 2 – The Headteacher noted the data for SEND children. She will interrogate this further to determine whether it is correct.

Year 3 – The Headteacher drew attention to progress in reading. They are putting interventions in where possible. The other data is in line with expectations.

Year 4 – in line with expectations.

Year 5 – The Headteacher noted progress in reading. **Governors queried why writing predictions are higher than reading and the greater depth figures for maths and reading.** The Headteacher agreed it is an anomaly and she is investigating with staff.

Year 6 – Data is strong in all areas.

<p>A governor queried whether there is a standard method of assessment. The Headteacher explained how teachers assess and come to conclusions. It is a holistic approach.</p> <p>Governors agreed a focus on Year 5 for the spring standards meeting. Next year the standards meeting will be scheduled after the spring data drop.</p>	
<p>FGB2/24-25/09 PUPIL AND STAFF WELLBEING</p>	
<p>The staff wellbeing working party has been launched. It includes teaching and support staff from all job roles, including a governor representative. It was a challenge to find time within the school day for everyone to meet together, but the first meeting has taken place.</p>	
<p>FGB2/24-25/10 SAFEGUARDING AND CHILD PROTECTION</p>	
<p>The report is on GovernorHub. The Headteacher confirmed all the systems are in place and they have a vigilant safeguarding culture. Ofsted were rigorous in reviewing safeguarding and the feedback was very positive.</p> <p>DSLs attended the DSL network in February. With the new partnership working arrangements, education settings are now automatically included in external safeguarding meetings. Operation Encompass (to inform schools of reported domestic abuse incidents within 24 hours) is now being operated by the police. The Headteacher noted that the detail of information they receive is less. DSLs also had training on child criminal exploitation.</p> <p>Paediatric first training aid is up to date. A member of office staff has had first aider training.</p> <p>They have escalated one MARF referral as they felt it was not investigated thoroughly.</p>	
<p>FGB2/24-25/11 EQUALITY INCIDENTS SINCE THE LAST MEETING</p>	
<p>Since the beginning of January there have been:</p> <ul style="list-style-type: none"> 2 homophobic 2 racist 1 child on child 1 other – sexism <p>While they were low level concerns, they were recorded and discussed with parents.</p> <p>A governor queried something they had seen written on the board in school. The Headteacher assured she will follow it up.</p>	
<p>GOVERNOR REPORTS</p>	
<p>FGB2/24-25/12 GOVERNOR RECRUITMENT</p>	
<p>There are eight applications for two vacancies. Governors agreed that all the applicants were strong and appointable. Governors discussed strengths, skill sets, potential conflicts of interest, and skills gaps on the FGB. Based on skills sets, governors shortlisted three applications. Governors agreed to delegate the final decision to the Chair and Headteacher.</p> <p>ACTION: The Chair to invite three applicants for an informal discussion with the Chair and Headteacher.</p> <p>OPAL – Andrea Snelling has been to some of the meetings with the OPAL staff and it seems very positive. She will visit at lunchtime to see it in practice.</p> <p>Hoska update – Lucy Wareham had an initial discussion by email and is trying to arrange a</p>	<p>Chair</p>

meeting. She will try to speak to them informally.	
FGB2/24-25/13 GOVERNOR TRAINING AND DEVELOPMENT	
<p>Jacquie Olpin posted the information from the finance training she and Michael Bold attended.</p> <p>Michael recommended that the governors conduct a 'bottom up' financial plan, which starts with the school's essential needs as a minimum and then considers other budget items.</p> <p>The Headteacher confirmed she has created the budget from a zero starting point and is happy to share this process with governors.</p> <p>ACTION: The Headteacher to arrange a meeting with Michael, Jacquie, Matt and Elton with a focus on finance. The priority is to share the zero base budget setting plan.</p> <p>Other priorities are to review the staffing structure, sign off the SFVS and agree the staff absence insurance.</p>	HT
FGB2/24-25/14 REPORTS FROM GOVERNOR MONITORING VISITS	
The Chair reminded governors to put governor visit reports on GovernorHub.	
CONCLUDING ITEMS	
FGB2/24-25/15 CONFIRM DATES AND TIMES OF FUTURE MEETINGS.	
<p>The following meeting dates:</p> <ul style="list-style-type: none"> FGB Standards – Wednesday 14th May at 4.00pm; in school FGB Business – Wednesday 25th June at 6.00pm 	
FGB2/24-25/16 CONFIDENTIALITY AND COMMUNICATION	
<p>It was agreed that no items be deemed confidential for the purpose of the minutes.</p> <p>The governing board retained the right to redact the minutes and documents considered should a request for access be received.</p>	
<p>The meeting closed at 6.20pm</p> <p>Signed by the Chair:</p> <p>Date:</p>	

ACTION POINTS FROM THE MEETING

Ref	Action	Responsible	Outcome
07	Share a copy of the new PSP with governors.	HT	
07	Suggest to the school council that they write to their councillor and design a poster to encourage responsible parking. Find out who to contact in community protection re parking.	HT	
07	Make contact with the Councillor Adele Williams and invite her to come into school.	LW	
12	Invite three shortlisted governor applicants for an informal discussion with the Chair and Headteacher.	Chair	
13	Arrange a finance meeting with Michael, Jacquie, Matt and Elton. Share the zero base budget setting plan.	HT	

Attendance at meetings for the 2024-2025 Academic Year									
Governor Name	Autumn 2024		Spring 2025			Summer 2025			
	FGB 25.9.24	FGB 4.12.24	FGB 22.1.25	FGB 19.3.25					
H Yates, Chair	Y	Y	Y	Y					
A Snelling, VC	Y	Y	Y	Y					
M Bold	Y	Y	Y	Y					
F Chauhan	Apols	Y	Apols	-	-	-	-	-	-
E D'Agostino	Apols	Y	Apols	Apols					
M Hanson	Apols	Apols	Apols	Y					
R Harris	Apols	Y	Apols	Apols					
A O'Grady	Apols	Y	Y	Apols					
J Olpin	Y	Y	Y	Y					
L Wareham	Y	Y	Apols	Y					
M Yasin	Apols	Apols	Y	Apols					
M Yusuf	Y	Absent	Apols	Apols					
L Paulson, HT	Y	Y	Y	Y					