

Haydn Primary School Governing Board

Minutes of the autumn term governing board standards and performance meeting held on Wednesday 4th December 2024 at 6 pm on MS Teams

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

PRELIMINARIES

FGB2/24-25/01 WELCOME AND APOLOGIES FOR ABSENCE.

ACTION

The Chair welcomed everyone to the meeting. She advised that the Vice-Chair would be in the chair for the meeting.

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

F Chauhan had sent apologies for late arrival.

FGB2/24-25/02 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.

The following items had been addressed at the meeting held on 25th September 2024:

- Renew register of pecuniary interests
- Annual disclosure statement
- Review and sign Governors Code of Conduct

FGB2/24-25/03 MEMBERSHIP

Current membership

The membership of the governing board was available to view on GovernorHub.

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)

102 The designated safeguarding lead should take lead responsibility for safeguarding and child protection (including online safety and understanding the filtering and monitoring systems and processes in place). This should be explicit in the role holder's job description.

Governors considered that it would not have contractual for pay implications but could potentially impact on competency. Advice to be sought from the ADSL – school business manager / Headteacher to action. SBM / HT

6.30 pm E D'Agostino arrived at the meeting

Matters arising

There were no other matters arising.

FGB2/24-25/05 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.

FGB2/24-25/06 CORRESPONDENCE

Chair

No correspondence reported.

Headteacher

No correspondence reported.

Clerk

No correspondence reported.

FGB2/24-25/07 GDPR UPDATE, H&S UPDATE, FINANCE INFORMATION

GDPR

The school business manager advised there were no GDPR issues to report.

Health and Safety

The school business manager informed governors that:

- The completed the H&S audit had been uploaded to GovernorHub.
- The annual H&S visit would be in January with Lucy Wareham
- Maintenance work undertaken as required

LW

Finance

The school business manager advised that the outturn for P7 was on GovernorHub. Questions submitted by governors has been responded to by the school business manager. It was noted that there was required expenditure for IT equipment for the next year, for which three quotes would be sought. There was also a need for expenditure for play equipment, 3 quotes again to be sought.

The reason for the change to the projected outturn between P5 and P7 was largely staff absence, with the staff absence insurance only partly covering cost. Four members of staff had long term absence, although it was hoped two members of staff would be returning in the new year, with two other staff soon to move to half pay. The current cost of cover for the 4 staff was £1,184 per week. The Headteacher advised that insurance income covered in the region of half the cost of absence. The school business manager added that the weekly cost for a TA on supply was £295 less than the insurance income received. **Governors asked whether the insurance income was affected by the length of the absence for the member, including whether they had moved to**

was distorted through the long-term absence of one child which was addressed with vigilance. Overall SEND attendance was 94.2% compared to 96.8% for whole school. The SEND attendance was above national for SEND. The Headteacher advised that she regularly reviewed the SEF and would look at the section to ensure it was accurate.

HT

- Behaviour and Attitudes was a strength of the school, with a feeling in school of a happy and harmonious environment where children were able to learn and engage without distraction. Children could speak clearly about the expectations for behaviour. The restorative principles of behaviour management were well established.
- **Governors asked whether the voice of pupils across school was heard regarding behaviour.** The Headteacher responded that the views of the year 6 were important but that, as part of the audits, she spoke with groups of children from across school. Pupil voice at Haydn was valued, both for their opinions and also as it supported children in understanding they should have a voice. The Headteacher was pleased to inform governors that children had approached her asking to set up a group to take action to further improve school.
- The new curriculum planning format had been shared at the Headteacher's appraisal with the appraisal governors. The format for science and the foundation subjects was for medium term planning, to plan the lessons focused on learning objectives and the progression maps, with a focus on integration and embedding of diversity, sustainability and British values.
- Leadership and management. The School Development Plan included the development of a staff wellbeing working party, with membership including governor Jacquie Olpin, a teacher and TA from each key stage, a member of the office team, a MDS and Ros Harris. The first meeting was scheduled for 10th December, with a report to be brought to the governing board. Overall the Headteacher considered staff wellbeing to be good due to the open door policy, staff having their full PPA time, subject leadership time, and time for the introduction of new initiatives.
- The new website was live, with only minor tweaks now required. The Headteacher spoke about the need for high quality photographs, with the ones transferred from iPads having poor definition. Governors discussed options, recognising that anyone taking photographs of children needed to be fully vetted, suggesting that:
 - The parent community be approached for a vetted professional photographer and / or a website developer;
 - The issue could be in the uploading of the images, with Michael Bold offering support around the transferring of photographs;
 - The school could purchase a camera, with the possibility this could be through a fundraising activity.

MB /
 Headtea
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The Headteacher asked for any feedback on the website.

- Early years, following the actions from the SDP was judged to be outstanding, with improved outdoor facilities for F2 and nursery. Governors were encourage to look at the changes, with Andrea Clark to view when undertaking her visit.

Governors gave consideration to the HOSCA out of school provision on school site and agreed that the Chair liaise with Lucy Wareham and Elton D'Agostino.

Chair

SEF and SPD

Governors asked about the terminology in the SDP aligning with the SEF, with an example being behaviour and attitudes being judged as outstanding, whereas the SDP objective was for behaviour to be at least good. Governors considered the actions from school fully demonstrated ambition; however the words could be perceived as not reflecting that ambition. The Headteacher responded that the objectives were retained from when the SDP had been written in July, with the progress made reflected in the SEF. She suggested that an option would be to annotate the change to the objective, to retain evidence of the progress made over

HT

The Chair and Michale Bond had completed the Headteacher's appraisal, supported by external advisor Mandy Austin. The confirmed that the Headteacher had met all her objectives for the previous year.

The Pay Committee would meet, formed on 3 non staff governors with no conflict of interest and who had not been part of the appraisal process. A O'Grady offered to be a committee member.

Pay
Comm

FGB2/24-25/12 GUIDANCE AND POLICIES FOR REVIEW / APPROVAL

No policies presented. Updated HR policies would be presented to the next meeting.

GOVERNOR REPORTS

FGB2/24-25/13 REPORTS FROM COMMITTEES / AUDITS

All governors were encouraged to attend audits with subject leads.

The following audits were reported:

- English Audit. The Chair had met with Mary Chambers for the audit on 16th October, which she reported had been very thorough, including a learning walk, meetings with a range of children and work scrutiny. She said that the consistency across year groups was impressive and the delivery of phonics engagingly, speedy and fun. Children's knowledge and writing was inspirational. The very minor inconsistencies seen in books would be addressed by Mary.
- SEND Audit. The Vice-Chair reported on the SEND audit on 8th October. She spoke about the SENCO's in-depth knowledge of the children with special needs. The SENCO had a large responsibility as there were children in school with a wide range of complex needs. Support for children felt effective, but through the response at times could be reactive. They had discussed documenting the progress of children with SEND, with the creative alternatives including the use of Dojo commended. The links with external agencies were strong with the school having a mental health practitioner in school one day per week and an additional ELSA.
- Well-being committee – discussed under agenda item 8.
- OPAL Play working group. The Headteacher advised that the initial meeting with the mentor had been held with the dates set for the year. In January there would be a twilight session for staff with the programme to be in place from January. The groundwork had been done, with the sheds built and trolleys purchased as preparation. The OPAL mentor was very skilled and supportive. The MDS were aware it was being introduced, but as yet unaware they would become play leaders. The Headteacher was optimistic it would be very positive for children, enhancing and supporting the curriculum. The Vice Chair would be attending some of the meetings.

FGB2/24-25/14 GOVERNOR TRAINING AND DEVELOPMENT

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.

Jacquie Olpin had completed the induction programme.

FGB2/24-25/15 BOARD ASSURANCE FRAMEWORK AND EARLY WARNING SYSTEM CHECKLIST

The Board Assurance Framework and Early Warning System Checklist had been discussed at the meeting held on 25th September. The Chair and Vice-Chair had completed both and uploaded their reports to GovernorHub. The minor areas identified for further knowledge would be

The appraisal process for the Headteacher aligned with the school priorities and focused on CPD and development.

FGB2/24-25/24 ARRANGEMENTS FOR CHAIR OR DESIGNATED GOVERNOR (Health and safety governor) TO INSPECT SCHOOL RECORDS

The Chair had inspected the school records in November.

FGB2/24-25/25 CONFIRM DATES AND TIMES OF FUTURE MEETINGS

The following meeting dates were agreed:

Spring term 2025;

- FGB Finance – Wednesday 22nd January at 4.00 pm, preceded by with meetings with subject leads at 3.30pm.
- FGB Standards and Performance – Wednesday 19th March at 6.00pm. Online

Summer term 2025;

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

FGB2/24-25/26 CONFIDENTIALITY AND COMMUNICATION

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

The governing board retain 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 8.40 pm

Signed by the Chair:

Date:

ACTION POINTS FROM THE MEETING:

Reference	Action	Responsible	Outcome
FGB2/24-25/03	Chair to liaise with F Chauhan regarding effective wording for the advert and arrange for governor vacancy to be advertised in the school's newsletter	Chair	
FGB2/24-25/04	Review the GDPR document and consider where the document sits within the governing board link responsibilities.	Headteacher	
FGB2/24-25/	Update terms of reference document – Clare Colmore to send email to Daniel Harvey	Daniel Harvey	Clare Colmore sent email to Daniel Harvey, copying in the Chair
FGB2/24-25/04	DSL job description to be within post holders JD	Headteacher / school	