

HAYDN PRIMARY SCHOOL GOVERNING BODY

Minutes of the spring term virtual governing body meeting held via Microsoft Teams on Wednesday 10th March 2022 at 7.00pm.

Membership	A	Mrs F Rowland	Chair
(A denoted absence)		Mrs H Yates	Vice Chair
		Ms C Bruce	
		Ms S Chadwick	School Business Manager
		Mrs F Chauhan	
		Mr E D'Agostino	
	A	Ms J Dorrington	
		Ms L Paulson	
		Mrs M Yasin	
		Mr M Yusuf	
	A	Ms S White	
		Mrs T Mason	Headteacher
In Attendance		Mrs S Teal	Clerk to the Governing Body

Governors confirmed that they were in a confidential space.

Note: The meeting took place in accordance with the Virtual Meetings Policy.

Helen Yates would chair the meeting in the absence of Frances Rowland.

PRELIMINARIES

FGB2/21-22/01 APOLOGIES FOR ABSENCE

ACTION

Apologies for absence were received and approved from Mrs F Rowland and Ms J Dorrington.

FGB2/21-22/02 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.

FGB2/21-22/03 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 1 parent governor and 1 co-opted governor.

End of terms of office

There were no end of terms of office to consider.

Governors Code of Conduct

See action points from previous minutes below.

Approval of Scheme of Delegation

It had been agreed at the last FGB meeting that in future, pay recommendations should be heard by the P, F & GP Committee and amendment was to be made to the scheme of delegation to reflect this. See action points from previous minutes below

Get information about schools (GIAS) check

GIAS information remains up-to-date.

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

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

FGB2/21-22/04 MINUTES OF THE LAST MEETING

Minutes of the meeting held on 24th November 2021, copies of which had been uploaded to Governor hub for review, were taken as read, confirmed and will be signed by the Chair.

Action points

- Action completed
- Parent governor election delayed due to Covid. Deferred to the summer term HT
- Since Ms Dorrington was unable to attend the meeting, it could not be confirmed or otherwise that she had contacted Sherwood Arts Week/Sherwood Makers to seek interest in joining the governing body
- Governors Impact Statement – completed and **agreed** by governors. Helen Yates will post on GovernorHub HY
- Safeguarding training for volunteers – Headteacher will produce a document for volunteers to read, rather than provide training HT
- Update Terms of Reference/Scheme of Delegation – Deferred to next meeting Chair
- Governors confirmed their preferred email address
- Helen Yates had not made progress with regard to training sessions
- Ofsted training session delivered by SIA who would also provide a follow up session. Recording of the training was made available to all governors
- Governors confirmations completed - read KCSIE pts 1 and 2
- Safeguarding audit with report to confirm actions completed - posted on GovernorHub

Matters arising

No further matters arising.

FGB2/21-22/05 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.

FGB2/21-22/06 CORRESPONDENCE ITEMS

From the Chair

None.

From the Headteacher

The Headteacher told governors that with regard to succession planning, it was proposed that she and Assistant Head, Lisa Paulson, would share the Headship from September. She would speak to HR to ask for advice.

The governing body **approved** the proposal.

From the Clerk

None.

SCHOOL PROGRESS

FGB2/21-22/07 HEADTEACHER REPORT TO GOVERNORS INCLUDING VERBAL REPORT ON COVID RELATED ISSUES

The Headteacher shared her report on screen and led governors through it informing them as follows:

- Currently 447 on roll
- Attendance – 94%
- 4 leavers in the autumn term and 4 new starters in the spring ter.

Effectiveness of Leadership and Management

- School fully open from September- gates and timings maintained. Parents collect children from classrooms at the end of the day
- Continued to work remotely for the autumn term parents evening
- Learning environment supports a broad and balanced curriculum. Headteacher would like to do a learning walk with all governors in the summer term
- Parents kept up-to-date with all changes
- New curriculum page on website
- School continues to promote staff and pupil wellbeing – 1 member of staff on long term sick leave
- Writing continues to be a priority
- Performance appraisals completed – targets set tracked on SIMS
- Vulnerable pupil list for lowest 20%, PP, LAC and post LAC
- Staffing structure based on strengths and areas to develop
- New Year 6 teacher to cover maternity leave
- SEND leads appointed to cover maternity leave
- The Haven created to support the sensory needs of some HLN children
- Continue to prioritise the teaching of early reading

Sustaining Strong Leadership and Development

- Clear and ambitious vision for providing high quality and inclusive education for all pupils
- Subject leaders released for a day to develop portfolios etc. Governors asked to request to look at their folders when they go back into school
- Aim to ensure all learners complete their programmes of study and provide support for staff to make this possible
- Engaged effectively with pupils and others in the community

- Main school priority identified following analysis of summer term data. Plans in place to address writing whole school priority.
- Pupil progress meetings with staff identify individual pupil needs
- CPD for teachers and staff - aligned with the curriculum to develop teachers' knowledge over time

Staff and Pupil Wellbeing

Fully updated in the Headteacher's report which was to be uploaded to GovernorHub. She highlighted:

- New school business manager was performing well in her new role, supported by the previous school business manager for 1 day a week
- Autumn term had been a challenge due to the effect of Covid

In reply to a governor's question, the Headteacher confirmed that the SENDCO would return from maternity leave in July to continue in her role for 3 days a week.

The chair asked how the governor's learning walk would be approached. The Headteacher said that she would send out dates after the Easter break to check governors' availability.

HT

The Headteacher's report was received with thanks.

FGB2/21-22/08 COVID CATCH UP FUNDING, PUPIL PREMIUM AND SPORTS FUNDING UPDATE

The Headteacher informed governors that the sports funding would be looked at in July. Details of how the funding is allocated can be found on the website.

The "Pupil Premium Strategy Statement" and "Recovery Premium Statement Implementation and Impact Report 2021- 2022" had been posted on GovernorHub prior to the meeting.

The Headteacher shared on screen the Recovery Premium Statement which detailed the use of the funds last year and told governors that the school had received £80 per pupil in catch-up funding. The money had been spent on extra staff to teach pupils in smaller groups and to ensure that they received Quality First Teaching as identified in the document.

The Headteacher invited questions.

Governors asked:

Has this worked? It was found in the summer term that pupils made good progress in reading, writing and maths, but there are still pupils who need extra support.

Will you continue with things that have already been implemented? We have a booster group in Year 6 for children needing extra support to ensure that they meet ARE; the school has always had these. Writing guru, Mary Chambers, is currently working in Year 6 with the lower 20% of children.

Are any groups of children making less progress? We are finding that learning dispositions are impacting on progress. Children in Year 1 are needing extra support. Year 6 general resilience and relationships with each other is an issue. There are fewer positive learning behaviours than there used to be.

FGB2/21-22/09 APPROVAL, DELEGATION OF APPROVAL, OF BUDGET 2022-2023, INCLUDING PURCHASE OF SERVICES

Period 11 Impact Statement – posted on GovernorHub prior to the meeting.

The school business manager told governors that she would be looking at the year-end budget and the next year's budget, supported by SAAF and the previous school business manager.

The school's financial position was similar to last years. Things were looking stable and on track. Governors were invited to email questions to the school business manager.

A governor asked if roof repairs had been completed. He was told that repairs had been completed for the main roof and some of the smaller ones which would be paid for out of the period 12 budget.

The 2022- 2023 budget would be reviewed and approved by governors via email once it had been produced. **FGB**

FGB2/21-22/10 POLICIES FOR REVIEW/APPROVAL

None.

FGB2/21-22/11 GDPR UPDATE

Governors noted that the school continued to be GDPR complaint. The new school business manager is the DPO. She would meet with the ADPO from Rise Park at the end of March.

A governor asked if GDPR is coupled with any aspects of cyber security. The Headteacher replied that cyber security is covered by the LAs IT team. All safeguarding records are on MyConcern which is a secure portal.

FGB2/21-22/12 COMPLETION AND APPROVAL OF SCHOOLS FINANCIAL VALUE STANDARD (SFVS)

Elton D'Agostino and Julia Dorrington will look at the SFVS and ensure that it is completed and posted on GovernorHub by Friday.

All governors **agreed** to respond by email to ensure that the completed document was approved before the end of March deadline. **FGB**

FGB2/21-22/13 STAKEHOLDER VIEWS INCLUDING PUPIL AND STAFF WELL-BEING

Governors noted that an annual survey would be sent out to parents for completion.

The Headteacher and Assistant Heads had been collecting pupil voice. The chair had invited Helen Yates to discuss this and she had posted a note of visit on GovernorHub.

Pupils from each year group had been asked if they enjoyed school, which subjects they liked, if they enjoyed playtimes, whether they knew the school rules, knew who to turn to with problems and whether they felt safe.

Assistant Head, Lisa Paulson told governors that the younger children were "joyful" and the overall impression was that they enjoyed school. They knew who keeps them safe.

A diverse group of children had been chosen to give their opinions from the middle years. Their comments had included that school was fun and they felt safe, although some were worried about people entering the school from outside of the building. The children knew how to refer to

trusted adults and were able to articulate the rules which are displayed in each classroom. There had been a lot of discussion around what was fair/not fair.

The Headteacher told governors that in the upper school, there had been a lot of questions around “why”. Children had been spoken to about learning dispositions and the right times to share their views without sounding disrespectful. She spoke about the work being done with a small group of Year 6 pupils who did not understand the significance of rules.

A governor asked which children were raising concerns with regard to security and safety inside the grounds. The Headteacher said that these were the children who were in the main school.

The Headteacher advised governors of an integration issue caused by some children being housed in the annex all year which would need careful management. Peer Mentors were now being recruited from Year 6.

A governor asked if any children had spoken to teachers about their concerns before the meetings. The Headteacher said they were not new, but staff did not often take time to ask them specific questions. This would now be undertaken on a regular basis to ensure that all children are represented.

Mrs Yates said that when she met with the Headteacher, they had talked about different members of staff asking questions and maybe, school counsellors.

Staff Wellbeing

The Headteacher told governors that staff were exhausted. They had worked doubly hard from Christmas up until the half term break because of the high staff absence. Covid remains very prevalent. People who are struggling are identified and supported. End of term gatherings have taken place and Therapy Thursday continues. She thought that the staff were a tighter team as a result of Covid.

A governor asked if there had been a review of what had been accomplished during the lockdown so that things might be carried forward. The Headteacher said that certain things had run more smoothly. The number of after school clubs had now been capped and it had been ensured that there are no clubs on Fridays; there had previously been too many. The gates and different start times had been kept.

GOVERNOR REPORTS

FGB2/21-22/14 REPORTS FROM COMMITTEES

Committee minutes have been uploaded to GovernorHub.

The chair asked when governors can make contact to meet face to face with subject leaders.

The Headteacher said that the next joint committee meeting was to be held on 11th May and suggested meeting then. Governors then discussed if the learning walk should also be undertaken on the same day, although the chair pointed out that not all governors attend committee meetings. When the Headteacher sent out a list of dates for the learning walk, she would include 11th May so that governors could state their preference.

FGB2/21-22/15 GOVERNOR TRAINING AND DEVELOPMENT

Prevent – Helen Yates

Ofsted – Frances Rowland, Francesca Chauhan and Elton D’Agostino

FGB2/21-22/16 REPORTS FROM GOVERNOR VIRTUAL MONITORING

Helen Yates had met with the Headteacher to discuss plans for Pupil Voice.

Elton D'Agostino said that he did an email exchange and had met virtually with 2 members of staff. He would complete a note of visit form.

There had been no other virtual monitoring due to staff absence.

REPORTS TO GOVERNORS

FGB2/21-22/17 TEACHERS PAY AND APPRAISAL POLICY (OCTOBER 2021)

The Model Pay Policy for Teachers had been approved by governors at the last FGB meeting.

FGB2/21-22/18 NST REPORT

The spring term NST report will be posted on GovernorHub for information.

CONCLUDING ITEMS

FGB2/21-22/19 SAFEGUARDING AND CHILD PROTECTION

The Headteacher shared the safeguarding report on screen and highlighted:

- Wellbeing is the biggest concern
- DSL team noted that wellbeing, emotional health and resilience is a major concern following and continuing through the pandemic
- Child Protection Plan – 4 - core group and review meetings attended by DSLs
- DSL recruited in September
- All staff training up to date
- 2 children taken into care in the autumn term. One has moved out of the area.
- 4 x DSLs
- MyConcern used very well – more training will be booked with ADSL to see if it can be used more efficiently
- LAC – 4
- Post LAC monitored by MyConcern – schools checks in with them regularly
- ELSA practitioner
- No equality incidents
- Monitoring children affected by Covid

A governor asked how the concerns report was obtained. The Headteacher explained that the school used MyConcern; a portal where staff report concerns which generates an email alert to the DSL team who meet weekly to discuss open concerns. When concerns are actioned, the TA/teacher involved with the child is invited to be part of the team. The school can transfer information about children digitally to other schools. The governor praised the valuable work of the school.

FGB2/21-22/20 HEALTH AND SAFETY UPDATE

Lisa Paulson told governors that the updated Risk Assessment is largely unchanged. The safeguards that were already in place, have been continued. Changes include that pupils go into assemblies in 2 year groups, there is no longer asymptomatic testing for staff and mask wearing is no longer compulsory, although staff may wear a mask if it makes them feel safer Playtimes are still separate to a degree. The Headteacher added that the updated RA can be found on the Covid page of the website.

FGB2/21-22/21 EQUALITY INCIDENTS REPORTED SINCE THE LAST MEETING

None reported.

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

- Ofsted training session
- Helen Yates and Lisa Paulson working together on the benefits (numeracy, communication, etc.) of encouraging parents to play with children. Parents invited to “Stay and Play” board games in school. Governors informed of future plans.

A “Stay and Play” session will be held in the playground on 25th March. There will also be a Bring and Buy cake stall and planting a sunflower seed to raise money for the Ukraine appeal

The Headteacher invited the governing body to attend the Year 5 performance of A Midsummer Nights Dream on 30th and 31st March.

FGB2/21-22/23 ARRANGEMENTS FOR CHAIR TO INSPECT SCHOOL RECORDS

Arrangements will be made for the chair to inspect school records.

FGB2/21-22/24 CONFIRM DATES AND TIMES OF FUTURE MEETINGS

The following meeting dates were agreed:-

Summer term 2022:

- Full Governing Body – Wednesday 22nd June at 7.00pm via Microsoft Teams.

It is the intention that the Joint Committee meeting on 11th May be held in school.

FGB2/21-22/25 CONFIDENTIALITY AND COMMUNICATION

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

The meeting closed at 8.45pm

Signed by the Chair:

Date:

ACTION POINTS FROM THE MEETING:-

Reference	Action	Responsible	Outcome
FGB2/04	Arrange parent governor elections for summer term.	HT	
	Post Governor Impact Statement on GovHub.	HY	
	Produce safeguarding doc for volunteers to read.	HT	
	Update Terms of Reference/Scheme of Delegation.	Chair	
FGB/07	Sent out dates to GB re learning walk.	HT	
FGB2/09	Review and approve 2022-2023 budget via email, once produced.	FGB	
FGB2/12	Approve SFVS via email by end of March.	FGB	

Academic Year 2021 -2022												
Governor Name	Autumn 2021			Spring 2022				Summer 2022				
	PF&GP 12/10	SD&P 12/10	FGB 24/11	FGB				FGB				
Mr E D'Agostino	Y	Y	Y									
Ms C Bruce	Y	Y	A									
Ms S Chadwick	A	A	Y									
Mrs F Chauhan	A	A	Y									
Ms J Dorrington	A	Y	Y									
Mrs T Mason	Y	Y	Y									
Ms L Paulson	Y	Y	Y									
Mrs F Rowland	Y	Y	Y									
Ms S White	A	A	A									
Mrs M Yasin	Y	Y	A									
Mrs H Yates	A	Y	Y									
Mr M Yusuf	A	Y	A									