

HAYDN PRIMARY SCHOOL GOVERNING BODY

Minutes of the virtual Strategic Development and Pupils Committee meeting held via Microsoft Teams on Wednesday 11th May 2022 at 3.55pm

MEMBERSHIP		Mrs F Rowland	Chair
(A denoted absence)	A	Ms C Bruce	
		Ms S Chadwick	School Business Manager
		Ms F Chauhan	
	A	Mr E D'Agostino	
	A	Ms J Dorrington	
		Ms L Paulson	
	A	Mrs S White	
	A	Mrs M Yasin	
		Mrs H Yates	
	A	Mr M Yusuf	
		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.

SD&P/21-22/01 APOLOGIES FOR ABSENCE

ACTION

Apologies for absence were received and approved from Ms C Bruce, Mr E D'Agostino and Mrs M Yasin.

SD&P/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.

SD&P/21-22/03 MINUTES OF THE LAST MEETING

Minutes of the meeting held on 26th January, copies of which had been previously circulated, were taken as read.

Action points

Comparisons of heating costs had been obtained. A significant increase in energy costs was noted.

The chair asked if there were any Covid funds available that could be claimed for the increase in costs due to the ventilation of the school. The SBM said that she thought the funds already received had mainly been used for additional cleaning and CO2 monitors. She **agreed** to make enquiries to see if there were further funds available.

SBM

SD&P/21-22/04 MATTERS ARISING FROM THE MINUTES

No further matters arising.

SD&P/21-22/05 ITEMS DELEGATED FROM FULL GOVERNING BODY MEETING

None.

SD&P/21-22/06 PREPARATION FOR OFSTED INSPECTION – PROGRESS AND ACTIONS

Mrs Paulson told governors that Ofsted preparation work had been undertaken with CEO of NST,

Sarah Fielding. This included questions that may be asked by inspectors and what would happen on the day of inspection. A conversation had also been had with another Headteacher whose school had recently been inspected, to talk about what the initial 90 minute phone call from inspectors would entail. Answers to questions have been prepared and an Ofsted preparation folder has been set up.

Work had been undertaken with Subject Leaders to prepare summary sheets to be shared with staff. Work had also been done with the SIA and her reviews had been useful to crystallise the next steps with staff. Quality First Teaching had also been a focus.

The Headteacher said that she would like to get the pupils better prepared for Ofsted inspection now that the school was moving back to normality. Mrs Paulson thought that holding whole school assemblies where all pupils received the same messages at the same time, were beneficial.

SD&P/21-22/07 REPORT ON PUPIL ATTAINMENT AND PROGRESS TO INCLUDE ALL VULNERABLE GROUPS

The Spring Data Dashboard had been uploaded to GovernorHub prior to the meeting.

Mrs Paulson told governors that overall, figures remained stable and pupils were making expected progress across all year groups.

Writing remains a priority. The number of pupils making expected progress is good, but a couple of the year groups had dipped slightly, particularly Year 1.

Governors noted that there are currently 3 teachers and 2 TAs in Year 1 and the school was trying to ensure that pupils were on track. Progress was being monitored. The Headteacher told them that there was a significant proportion of pupils who were not ready for learning which was understandable because they had missed the crucial foundation years due to the pandemic. She also pointed out that Year 1 contained 1 child with an EHCP and another who was waiting for an EHCP, together with 3 post looked after children and some children who would potentially be put onto the Special Needs Register.

The Headteacher informed governors that pupils who are currently not on track will be taken out of classes and will work together in one class to access the Year 1 curriculum in a more play based way.

A governor asked if it had been considered what would happen to these pupils in Year 2. The Headteacher replied that she was hoping to recruit more staff for specific children who needed extra support. Pupils may be sent into Year 2 in 2 different class groups to address their needs.

Governors were advised that a further package had been bought in for Autism support. Many children were still awaiting a diagnosis and the school was working in partnership with families.

SD&P/21-22/08 REPORT ON PUPIL WELLBEING AND WELFARE

Fully detailed in Headteacher's report. She highlighted:

- Lunchtimes have been relaunched. Since children are now back in the dining room, Middays cover the meals part of lunchtimes and TAs are able to engage more proactively with children
- BIO Club (By Invitation Only) to be run by TAs at lunchtimes for children who struggle at this time
- Wellbeing Ambassadors relaunched in Year 6
- Worry boxes relaunched in classrooms

- Behaviour is generally good – small pockets of children still struggling, particularly during playtimes and lunchtimes and a number of activities have been introduced. Mrs Paulson said that children were getting used to using the outside space together again and needed support with this

SD&P/21-22/09 STANDARD ITEMS - PUPILS

The Headteacher spoke about the unprecedented staff absence during the Spring Term when 31 members of staff had Covid. She told them that it had been the hardest term that she had ever known and it had been touch and go whether the school could remain open. It had taken a toll on everyone. The chair thanked her on behalf of the governing body for keeping the school open.

A governor asked how the staff were now. She was told that they were “good” and said that they really cared about the school. The SBM added that Therapy Thursdays were still taking place.

Safeguarding

Fully detailed in Headteacher’s report. Spring Term Concerns Report shared on screen.

The Headteacher highlighted:

- 2 children taken into care – now become LAC. 1 child’s placement had been unsuccessful and the child is now in residential care. The school has escalated its concerns to Social Care who are reviewing the situation. Both cases go to court in July and the Headteacher had produced a statement. The chronologies used to generate the report were accurate and well documented
 - All staff to be trained on peer to peer abuse
 - Post LAC/Child Protection children on school’s vulnerable list
 - 2 Year 6 pupils had accessed an inappropriate chat room. School had emailed parents of all Year 6 pupils to make them aware of the site
- In reply to a governor’s question,** the Headteacher said that the phones belonging to the 2 pupils were being monitored and iPad devices had been taken away. They had been spoken to individually and one of the pupils had been referred to CAMHS

Behaviour Including Report on Exclusion Data

Governors noted that there had been no exclusions.

The Headteacher informed them that the school was struggling with the behaviour of a higher level needs child. It had reached out to the LA, but had not received any support. The child has a SEND place in September. The school would make sure that he was not with other children to ensure their safety.

It was reported that there are pockets of difficult behaviour around specific needs.

Annie Harley had visited two local primary schools and met with Deputy Headteachers to discuss strategies they used at their schools. Lunchtimes and break times had been prioritised as focus areas.

Anti- bullying Report

Incidents are recorded on SIMS and monitored. Parents are contacted.

Report on Off-site Visits Including Risk Assessment Processes

The Headteacher told governors that all risk assessments were kept on Evolve and she signs off all visits.

Governors were pleased to hear that Year 4 had been on a residential visit to Castleton and the Headteacher also talked about sports events that had taken place. Mrs Paulson added that the school was to have a field trip week.

Attendance and Punctuality

The Headteacher told governors that the school still aspired to 97% attendance, however the figure was currently 94.2% due to illness.

The Attendance Officer has sent out letters to those pupils with 100% attendance. The school would relaunch incentives to try to increase attendance.

From September the school will have 1 start and end time.

The chair asked why this could not be implemented now. She was told that families needed to be given notice of any changes, particularly working parents.

The chair asked how ready Year 6 was to move to Secondary Schools. The Headteacher replied that some of them were and others were not. She expected that feeder schools would be preparing for a very different cohort going into Year 7. Mrs Paulson added that the impact of the last 2 years was evident.

SD&P/21-22/10 APPROVAL OF IMPACT STATEMENT

Governors **approved** the 2021 Governors Impact Statement that had been drafted and posted on GovernorHub prior to the meeting. It would now be posted on the school's website and a governor commented that it may be a useful for recruiting prospective governors.

Governors questioned whether a further Governors Impact Statement should be drafted for the end of the current academic year. The Headteacher commented that she thought that their impact on the school was already well documented.

The chair advised governors that the parent governor election process had been started. She also told them that she had received an email from Caroline Bruce to say that she wanted to resign as a governor, but would be prepared to continue in the role until a replacement could be found.

The chair asked governors to consider whether it would be a conflict of interest for Sarah Chadwick to remain as a co-opted governor since she was now employed as the SBM. Ms Chadwick said that she would be prepared to step down.

Since Lisa Paulson would have an ex-officio place on the governing body from September when she was to undertake the Headteacher role for 1 day a week, the staff governor role would become vacant.

Following discussion it was **agreed**:

- Chair to email Caroline Bruce to ask her to remain as co-opted governor until the end of the summer term. **Chair**
- Sarah Chadwick to resign as co-opted governor at the end of the summer term
- Staff governor election to be held to replace Lisa Paulson in the autumn term

SD&P/21-22/11 AGENDA ITEMS FOR NEXT MEETING

None identified.

SD&P/21-22/12 DATE OF NEXT MEETING

TBC.

The chair apologised that she would be unable to attend the next FGB meeting. Helen Yates will chair in her absence.

SD&P/21-22/13 CONFIDENTIALITY AND COMMUNICATION

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

The meeting closed at 4.58pm

Signed by the Chair:

Date:

ACTION POINTS FROM THE MEETING:-

Reference	Action	Responsible
SD&P/03	Make enquiries re further available Covid funding for increase in heating costs due to ventilation of the school.	SBM
SD&P/10	Email C Bruce to ask her to remain as co-opted governor until the end of the summer term.	Chair