

## HAYDN PRIMARY SCHOOL GOVERNING BODY

### Minutes of the Strategic Development and Pupils Committee meeting held at Haydn on 25<sup>th</sup> January 2023 at 4.15pm.

MEMBERSHIP            Mrs Helen Yates - Chair  
                             Ms Francesca Chauhan  
                             Mrs Andrea Snelling  
                             Ms Ros Harris  
                             Mrs Teresa Mason Headteacher  
                             Mrs Lisa Paulson Headteacher/Assistant Head

IN ATTENDANCE        David Dethick, Clerk to the Governing Body  
                             Ms Sarah Chadwick, School Business Manager

#### **SD&P/22-23/01 APOLOGIES FOR ABSENCE**

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

#### **SD&P/22-23/02 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/22-23/03 APPROVAL OF MINUTES OF THE LAST MEETING**

Minutes of the meeting held on 12<sup>th</sup> October 2022, copies of which had been previously circulated, were taken as read.

#### **Action points**

Outstanding action for Headteacher to find Ofsted crib sheet and post on Ghub/produce Ofsted Folder.

#### **SD&P/22-23/04 MATTERS ARISING FROM THE MINUTES**

No further matters arising.

#### **SD&GP/22-23/05 ITEMS DELEGATED FROM FULL GOVERNING BODY MEETING**

None reported.

#### **SD&P/22-23/06 REPORT ON PUPIL ATTAINMENT.**

The Assistant Head circulated the EYFS Autumn 2022 Data report which will also be uploaded to the GovernorHub.

In terms of the headlines the Assistant Head informed Governors that the overall position was positive and that the F2 cohort were particularly good, and their overall learning disposition was excellent. The Assistant Head stated that consistent socialisation had also contributed to such positive outcomes. The Assistant Head informed the Governors the 71% of the group meet the goal in relation to writing skills and that this figure was normally around 50%. **The Chair acknowledged the good outcomes and asked if this was sustainable and what were the school doing in relation to those children who weren't quite there?** The Assistant Head stated that she felt it was sustainable given the measures in place such as tracking grids and progress meetings. Progress meeting included reviewing homework and talking to parents.

The Assistant Head noted that the Level 1 'headline data' across all years in the report demonstrated good outcomes and that, in the main, children were progressing. The Headteacher

informed Governors that the new National Curriculum has higher expectations and that for Year 1 a period of adjustment was necessary. The Headteacher noted that the 'grade step' got higher as the Children progressed through the years. The Assistant Head also noted that there was a mismatch between Early Years Stage and Year 1. The Chair noted that expectations are lower across the board for SEND children. The Headteacher acknowledged this and noted that some of the children at the school would normally be at a Special School. It was also noted that, for example, there are a number of non-verbal children at the school. The Headteacher informed the Governors that SEND pupils were measured against an autism framework and that they can certainly progress albeit without meeting normal expectations. The Headteacher informed the Governors that Ofsted would ask how the school adapted provision for SEND pupils. The Headteacher referred to the School process of using available data to inform pupil progress meetings before moving onto the next phase. This was checked every term. The Assistant Head informed the Governors that the process also involved tracking expected progress.

#### **SD&P/22-23/07 Headteacher resignation.**

(Note: previous discussions regarding the Headteacher intentions were discussed at the Personnel, Finance and General Purposes Committee on 12 October 2022 – refer item PF&GP/22-23/14 AOB – confidential appendix)

The Headteacher has submitted her resignation to be effective from 31 August 2023.

The Chair formally confirmed, on behalf of the Governors, the acceptance of the resignation. The Chair stated that there had been the requisite quorate of Governors who had accepted the resignation. A general discussion took place regarding the appointment to the position and the Chair confirmed that she has spoken to Carol McCrone in HR regarding the recruitment process. It was agreed that the SBM will inform Payroll and Pensions providers of the resignation.

**Action: SBM to inform Payroll and Pensions provider of the resignation as the appropriate time.**

#### **SD&P/22-23/08 Curriculum – INSET Day and progress towards being Ofsted ready.**

The Headteacher informed the Governors that there had been a very positive 2 days with the staff. The Headteacher has observed that the Subject Leads are demonstrating accountability in their roles which are 'over and above' the day job. Staff commitment to excellent delivery is evident. A curriculum overview had been done by subject leads picking out key responsibilities. This was a helpful process. Headteacher informed the Governors that the school was looking at books across the school and working with BECS. Next steps included implementing the SIA report (note this is discussed further under item SD&P/22-23/09 at today's meeting). Main actions are:

- Making sure there is consistency.
- Review of schoolbooks.
- Marking Policy.

The Headteacher referred to how the children will be encouraged to articulate their learning and how the triangulation of evidence principals would be applied. The Headteacher showed the Governors an example of a 'floor book' which have been introduced. This enables shared thinking as children recall their ideas and record them in the book with writing and diagrams. The Assistant Head stated that children need to have the opportunity to talk about what they are learning, and this concept was being reviewed by the school. Reinforcing learning objectives was also key.



### SD&P/22-23/09 SIA report.

The Head circulated the Adviser report which will also be uploaded to the GovernorHub.

The Headteacher informed Governors that it was a positive report as demonstrated by 'strengths' outlined in the report. There were some identified areas for development which would be taken on board. In relation to the areas for development and teachers being able to articulate what they are teaching the Chair asked the Headteacher if there would be any value in the Governors talking to subject leads and children as a supportive measure and to enable teacher to rehearse the expectations. The Headteacher thought this would be helpful and it was agreed to discuss further with the Chair.

**Action: Headteacher and Chair to discuss in more detail.**

### SD&P/22-23/10 STANDARD ITEMS – general.

**Health and Safety** – had been discussed at the Personnel, Finance and General Purposes Committee on 25 January 2023 under item **PF&GP/22-23/12**. No further discussion necessary.

### Standard Items pupils.

#### Safeguarding.

The Head circulated the Safeguarding autumn term report which will also be uploaded to the GovernorHub.

It was noted that:

- There is one child on a Child Protection plan.
- Sarah Galpin has been trained as an additional DSL.
- All staff have read the revised KCSIE September 2022.
- Midday's have been trained.

General discussion about some challenges with the midday's 'owning' the safeguarding process.

**The Chair asked if support from Social Care was okay?** The Headteacher said it was generally okay although it was sometimes necessary to chase the MASH team to escalate matters. The pressures on Social Care were acknowledged by the Governors. The Chair asked if there had been any progress with Volunteers? The Headteacher confirmed that there had, and a leaflet was shared when they visited plus 'sign off'.

#### Anti-bullying.

The Headteacher referred to the Policy and process generally and how incidents were logged by the school. It was noted that it is possible to run reports on incidents from SIMS if necessary. The Headteacher informed Governors that when working with children the aim was to do restorative work with them and the emphasis was on adopting a supportive approach.

There was a general discussion about the challenges in getting some of the midday supervisors to engage with the process. **The Chair asked if this could be construed as being a 'capability and performance' matter?** The Headteacher did not think this was the case. The Assistant Head informed the Governors that the school was seeking to model 'best practice' with the middays and that a package for training middays had been found. The Assistant Head has made informal contact with other Schools about their respective approaches. It was confirmed that middays do not have a supervisor. It was noted that 'happy helpers' were in place at midday. The Headteacher noted that improvements in behaviour were based on the key principle of children being kind to each other. The Chair requested that other Schools were approached to discuss their strategies and approach and that a programme be developed. Consideration also to be given to a staff member from the group being assigned a 'lead role'.

**Action: School to take forward the Chairs suggestions and report back to the Committee in due course.**

**Attendance.**

The Assistant Head circulated the Safeguarding autumn term 2022 to January 2023 report which will also be uploaded to the GovernorHub.

It was noted that the schools attendance was 0.2% above the National average at 94.7%. The Assistant Head confirmed that, in the statistics, there were 2 'school refusers' and 4 families where absences are persistent. The Assistant Head confirmed that the school was being vigilant in addressing the matter and that the relevant agencies has been engaged.

There was a general discussion about a leaflet called 'child off school' which had been obtained from David Thompson. It was agreed to incorporate the document into the next newsletter.

**Action: Headteacher to implement.**

In response to a Governor enquiry the Headteacher confirmed that there was no system of fines in place for unauthorised absences. The Headteacher confirmed that occasionally medical evidence was sought in relation to persistent absence due to illness. Given that Covid was no longer presenting the challenges regarding absences it was agreed that the approach for fines be revisited by the school.

**Action: Headteacher to review current practice for fines.**

The Headteacher reported that there were some children who were persistently unpunctual, and the situation was monitored on an ongoing basis.

GDPR – nothing to discuss.

**SD&P/22-23/11 AGENDA ITEMS FOR NEXT MEETING**

To be confirmed.

**SD&P/22-23/12 DATE OF NEXT MEETING**

10 May 2023 to be confirmed.

**SD&P/22-23/13 CONFIDENTIALITY AND COMMUNICATIN,**

It was agreed that no items be deemed confidential for the purpose of the minutes. This includes reference to the resignation of the Headteacher.

The meeting closed at 5.35pm

Signed by the Chair:

Date:

**ACTION POINTS FROM THE MEETING: -**

| Reference                               | Action  | Responsible        | Outcome |
|---|---|--------------------|---------|
| <b>Headteacher resignation</b>          | Arrange for payroll and Pensions notification.  | SBM                |         |
| <b>SD&amp;P/22-23/09 SIA report.</b>    | Headteacher and Chair to discuss in more detail.  | HT/Chair           |         |
| <b>SD&amp;P/22-23/10 - Safeguarding</b> | School to take forward the Chairs suggestions and report back to the Committee in due course. | HT/Assistant Head. |         |
| <b>SD&amp;P/22-23/10 – Attendance</b>   | Incorporate 'child off school' document into the next newsletter.                             | HT                 |         |
| <b>SD&amp;P/22-23/10 – Attendance</b>   | Review current practice for unauthorised absence.   | HT                 |         |

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Action carried forward from SD&P meeting on 12 October 2022:

Headteacher to find Ofsted crib sheet and post on Ghub/produce Ofsted Folder.