

Haydn Primary School Governing Board

Minutes of the autumn term personnel, finance and general purpose and strategic development committee meeting held on Wednesday 27th September 2023 at 4.20pm at the school

Membership	H Yates (Chair)
(A denoted absence)	A Snelling (Vice Chair)
	M Bold
	F Chauhan
	E D'Agostino
	M Hanson
	R Harris
	A O'Grady
	M Yasin
	L Wareham
Apols	M Yusuf
	L Paulson (Head)
In Attendance	D Harvey, Clerk to the Governing Board
	S Chadwick School Business Manager (item 05 and 06)
	M Austin, School Improvement Advisor

P,F&GP&SDC1/23-24/01 WELCOME AND APOLOGIES FOR ABSENCE

ACTION

Apologies for absence received from M Yusuf and were approved by the committee.

The Chair welcomed new governors to the meeting, a round of introductions followed.

P,F&GP&SDC1/23-24/02 DECLARATIONS 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.

The Chair highlighted that any documents that are circulated during the meeting and are confidential remain at the school, so they could be disposed.

P,F&GP&SDC1/23-24/03 STATEMENT OF GOVERNANCE

The Chair read out a statement from the Ofsted leadership and management criteria. The statement highlighted the role and statutory duties of the governing board within the school, including safeguarding, visions, values and ethos.

P,F&GP&SDC1/23-24/04 MINUTES OF THE LAST MEETING

Minutes of the meeting held on 10th May 2023, a copy of which had been uploaded to GovernorHub for review, were taken as read, confirmed and signed by the Chair.

The Chair commented that a collective decision was made to bring the committees into one meeting, as opposed to holding separate meetings.

Action points

There were no actions from the meeting.

Matters arising

There were no other matters arising from the minutes.

P,F&GP&SDC1/23-24/05 FINANCIAL BUDGET REPORT AND POSITION: P5 UPDATE

Governors confirmed receipt of the P5 outturn report on GovernorHub.

The SBM drew governors attention to the end of year surplus of £186,649. The SBM said there are a number of variances against the approved budget and the notes at the end of report explain the reason for these variances.

The SBM said the school budget is in a healthy position.

Governors asked, from the information presented is the revenue and expenditure more than expected. The SBM said both the revenue and expenditure have both increased, noting there have been positive and negative variances on bothsides.

Governors asked, is the carry forward being ringfenced for a specific future expenditure. The SBM said previously the carry forward has been ringfenced for work on the field, she explained that the school is required to complete a CRF08 form and return this to the local authority if the carry forward is 8% higher than the income. The purpose of the CRF08 form is to inform the local authority of the schools plan for the carry forward. It was noted the current carry forward is below that 8% threshold.

Governors noted other grants income expected percentage was not inline with the other incomes lines. The SBM explained this is due to receipt of the grants within that line, she explained that funding arrives at different times during the school year.

The SBM drew governors attention to a staff member who had taken eight week shared parental leave with themselves, which in turn has cost the school eight weeks additional salary.

Governors asked for confirmation on the guidance around this, the SBM agreed to follow up with the support of F Chauhan.

**SBM/
FC**

P,F&GP&SDC1/23-24/06 STANDARD ITEMS – FINANCE

The SBM informed the meeting there had been no virements, disposal or write-offs recorded since the last meeting.

The SBM said she has received three quotes for fitting LED lights throughout the hall, nursery and the nine main classrooms. M Hanson said he has reviewed the quotes, however had hoped to have seen more detail within before being able to offer his expertise. The SBM said it had been difficult getting companies in to provide quotes and the caretaker discussed with the three providers and has recommend going with either JNM or Southwell Electrical.

Three quotes;

- JNM - £20,000 (have worked with the school previously);
- Southwell Electrical - £12,500 (recommended contractor through a local primary school and have viewed their work previously);
- Eco lighting - £4,500 (national company).

M Hanson said he would like to receive specifications of the work to be carried out, **the SBM agreed** to contact JNM and Southwell Electrical with that request. The committee agreed in principle to go with Southwell Electrical aslong as the specifications of the two quotes were

SBM

aligned.

The committee agreed that M Bold, E D'Agostino and M Hason would review the SFVS document in preparation for March 2023.

The SBM circulated a maintenance list that had been requested during the previous academic year, she explained this list contained pieces of work that would be ongoing and they have been prioritised into high, medium and low priority. The SBM said the cost of work will be covered through the school budget. The committee noted the caretaker is making good progress against the low priorities and they wished to extend their thanks to him.

-Confidential discussion-

The SBM said the caretaker is working above the current role and would recommend considering whether the role could be amended from caretaker to site manager.

The SBM said following a move to the new payroll provider, they have made an error in setting up the tax information and all staff members received a letter saying that they owe tax, after further investigation was an error from the new provider.

P,F&GP&SDC1/23-24/07 RECEIVE REPORT ON PUPIL ATTAINMENT AN PROGRESS FROM INTERNAL DATA

Governors confirmed receipt of the pupil attainment report.

The Headteacher said the first page highlighted the headline data and how the data has been used to inform the school development plan. The Headteacher said the picture is positive when compared against national average, the school is in the top 20% nationally in all areas with some areas in the top 5%. The Headteacher said the school need to make sure it continues with the upward trajectory and continues setting aspirational targets for all pupils

Governors noted there is a down turn in data when compared against the previous year, noticeably in Year 1. The Headteacher said this is cohort related for Year 1, those pupils have been significantly impacted by Covid and at the beginning of the year, there was a feeling that they were not secure at expected standard and a lot of work was put into that year group to ensure the judgments were secure.

Governors asked how confident are you the school and pupils can achieve the aspirational targets. The Headteacher said she feels the aspirational targets are achievable, she said there is a clear CPD program in place for staff, working on the curriculum is ongoing and the new to role senior leaders recognise there is a change taking place within the school. The Headteacher said there are key year groups where additional work is being place, highlighting the Year 3 greater depth is below where expected.

The Headteacher said the journey to pupil premium children is very positive and outcomes is higher than national average.

Governors asked how is the school addressing the concerns in Year 4. The Headteacher said appraisals are being carried out with staff and during these it is being highlighted the importance of understanding the individual children, who are not achieving and ensuring the best interventions to support those children are in place. Each term pupil progress meetings the impact of the interventions will be reviewed, ensuring the progress is accelerated.

The Chair asked that the previous term data is included so governors can measure and track progress. The Headteacher agreed to include previous term data in future data reports.

-A O'Grady left the meeting at 5.05pm-

Governors recognised the Year 4 cohort are those children who were in foundation during Covid lockdown.

Governors asked, does the national data for the year group match the school data. The Headteacher said the school can compare nationally against statutory data, **the Chair asked whether the data could be compared against NST schools.** The Headteacher said this is information that can be sourced.

P,F&GP&SDC1/23-24/08 PUPIL AND STAFF PERSONAL DEVELOPMENT AND WELFARE

Pupil Welfare

The Headteacher said pupils came back to school and settled in very quickly, behaviour is calm and they seem happy to be in school. The Headteacher said looking at the bigger picture, welfare is high in the school and the school are ensuring the five R's and British Values are being achieved. The Headteacher said the language from these are woven into the curriculum and is revisited with pupils.

Governors heard some of last years Year 5 happy helpers are Year 6 prefects this term and the consideration is being given to the role of a prefect within the school and which pupils will benefit from this scheme.

The Headteacher said she feels the start of term has been positive, engagement with the community is high and promoting pupils have a voice is a key element for the school.

Staff Welfare and Personal Development

R Harris said the term has started well, there is a clear focus and the settled behaviour of thildren has been a positive, this in turn means pupils and teachers can focus on moving the learning forward.

Governors asked, how have the new staff settled in. The Headteacher said they have settled in very quickly, their learning environments and class management is positive.

Governors asked, how have the staff who are in a new role settled in. The Headteacher said it is a similar position to new staff and everyone is aware of their responsibilities.

Attendance

The Headteacher said figures are above national average, however are not back to pre-Covid figures. The committee heard the school has a robust monitoring system in place and regular parental meetings are held for pupils who are persistent absence.

The Headteacher said there are times when parents will make a request for leave during school time and for this a new form has been produced, approved by governors that has clear guidelines to what type of leave the school will agree to. The Headteacher commented that it has been found that fining parents does not actually impact leave positively.

P,F&GP&SDC1/23-24/09 STANDARD ITEMS - GENERAL

Health and Safety

Governors heard a health and safety walk was carried out by the Headteacher and SIA on the

second day of term. There were a couple of items that have been addressed. The Headteacher said D Thompson, LA Schools Health and Safety Manager will carry out an external health and safety check later in the academic year.

Governors asked, how do staff raise health and safety concerns. The Headteacher said concerns are raised and logged with the SBM, which are then communicated to the caretaker who will address.

Governors asked, do staff have health and safety awareness training, supporting them with identifying issues. The Headteacher confirmed staff members complete key training around health and safety.

Safeguarding

The Headteacher said safeguarding is the number one priority in school, daily concerns that arise must be flagged with the Headteacher and designated safeguard leaders (DSL). note there are two newly trained DSL's. The Headteacher said the school are focusing on responding to low level safeguarding concerns, preventing those concerns escalating to larger concerns.

All staff have or in process of completing safeguarding refresher and Keeping Children Safe in Education (KCSIE) refresher, including FGM and prevent update training.

Governors received KCSIE on GovernorHub and three governors confirmed they have read the document. It was noted four governors have completed the NSPCC safer recruitment training.

The Headteacher asked all governors to complete or update their safeguard training. **Governors agreed** to action this, they queried whether it could be done through the school.

Govs

Governors asked what is the process for volunteers to read KCSIE and code of conduct. The Headteacher said volunteers are required to read the school code of conduct and sign a number confirmations.

-M Yasin left at 5.33pm-

Internal safeguarding audit on 8th November, NST safeguarding audit date to be confirmed.

P,F&GP&SDC1/23-24/10 POLICIES FOR APPROVAL

Safeguarding policy

A governor asjed, is it usual practice for the Headteacher to be classified as the safeguard lead, due to monitoring that persons role. The SIA said this is usual practice within schools, the Headteacher is the safeguard lead and DSL's work as a team in a collaborative process.

Governors recommend including governor training recommendations in the policy.

A governor recommended re-formatting the document, they said it was difficult to read and it needs work. The governor commented safeguarding is seen as the number one priority in the school, the policy should reflect that. The Headteacher acknowledged the recommendation and **agreed** to feed back to the local authority, noting it was a model LA policy.

HT

A governor recommended that a table of acronyms is included within the policy.

Governors asked, do the LA provide information and highlight the changes from previous version. The Headteacher said the changes are usually highlighted. She noted one of the key

changes is around filtering and monitoring. She explained this is usually managed through Schools IT, however the responsibility has fallen onto schools. She said in response to this the NST have looked at several options and have recommended 'Smoothwall'. The Headteacher said the new safeguarding tool will be installed on all devices and any issues are flagged with the school immediately.

A governor asked, will 'Smoothwall' provide a template policy for management of each measured activity. The Headteacher confirmed that there is a policy linked to the system.

The meeting discussed use of mobile phones in the school, the Headteacher said a decision was made to not allow mobile phones in school, however they did recognise in certain circumstances that some children require phones. Therefore parents of those children have been provided with a link to a specific phone that children can have after school. Governors felt this was a positive move, as it did allow children who required mobile phones to still have access to them.

A governor asked, are the staff phones connected to the school wi-fi and if so will these be monitored under the new filtering and monitoring guidance. The Headteacher said the new system does not pick up staff phones, she said each device connect to the school wi-fi will need to be registered and these include staff laptops and iPads.

The Headteacher agreed to format the safeguard policy, **the committee approved** the content of the safeguarding policy and therefore once the formatting has been completed it can be added to the school website.

HT

P,F&GP&SDC1/23-24/11 APPROVAL OF GOVERNOR IMPACT STATEMENT

The Chair informed the committee the governor impact statement had been completed and circulated and she feels the document should go on the school website.

The Chair asked governors to review their pen portraits on the school website and for the new governors to provide a pen portrait, **governors agreed** to action this by the end of October 2023.

Govs

Governors noted the following key actions for governors to complete from the meeting;

- Sign confirmation KCSIE document read;
- Access safeguard training.

A governor asked whether there is a need to have a communication policy, as the school have employed a number of communication tools with parents. Governors noted that some parents are not accessing Class Dojo. The Headteacher said key information on Class Dojo is also circulated separately. Governors commented that there is a need to have a clear picture of what the communication methods are.

Governors asked, what is the adoption rate for Class Dojo. The Headteacher said she can get these stats, she said verbal feedback from teachers is that the majority of parents access Class Dojo.

Governors asked, what consideration is given to staff wellbeing and ensuring they are not being inundated with messages from parents. The Headteacher said parents have been informed of communication expectations.

P,F&GP&SDC1/23-24/12 AGENDA ITEMS FOR NEXT MEETING

There were no agenda items to consider for the next meeting.

P,F&GP&SDC1/23-24/13 ANY OTHER BUSINESS

The Headteacher shared the school monitoring events with governors, she said there is an expectation that governors attend these sessions where possible. The Headteacher recommended attending the first hour of these sessions.

The Headteacher recognised historically the pay committee has been part of the finance and general purpose committee, she said moving forward the process needs to be amended to hold a separate pay committee to hear the Headteacher recommendations. **Governors agreed** to the recommendation, **the Headteacher agreed** to share dates with governors.

HT

The Headteacher circulated the pecuniary interest forms, personal information form, acceptable use of school IT and diversity indicators for governing boards to be completed post meeting.

P,F&GP&SDC1/23-24/14 DATES OF NEXT MEETING

Confirm arrangements and dates of future meetings

Autumn 2023;

- Full governing board – Wednesday 6th December at 6.00pm (MS Teams).

Spring 2024;

- Joint Comms – Wednesday 17th January at 3.30pm (at school);
- Full governing board – Wednesday 13th March at 6.00pm (MS Teams).

Summer 2024;

- Joint Comms – Wednesday 24th April at 3.30pm (at school);
- Full governing board – Wednesday 12th June at 6.00pm (MS Teams).

P,F&GP&SDC1/23-24/15 CONFIDENTIALITY AND COMMUNICATION

It was agreed that one item in P,F&GP&SDC1/23-24/06 be deemed confidential for the purpose of the minutes.

The governing board retained 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 6.15pm.

Signed by the Chair:

Date:

ACTION POINTS FROM THE MEETING:-			
Reference	Action	Responsible	Outcome
05	Seek confirmation on the guidance around shared parental leave.	SBM/ F Chauhan	
06	contact JNM and Southwell Electrical with that request for work specifications.	SBM	
09	Complete or update governor safeguard training.	Governors	
10	Format the safeguard policy.	Headteacher	

11	Review their pen portraits on the school website and for the new governors to provide a pen portrait.	Governors	
13	share potential dates of the pay committee with governors.	Headteacher	

Confidential appendix to the minutes of the autumn term personnel, finance and general purpose and strategic development committee meeting held on Wednesday 27th September 2023 at 4.20pm at the school

P,F&GP&SDC1/23-24/06 STANDARD ITEMS – FINANCE

The SBM informed the meeting the caretaker is working above their current role and is working inline with the site manager job description. The SBM recommended reviewing this position. The committee agreed the Headteacher and SBM would consider the financial impact and report back to the full governing board.