

Haydn Primary School Governing Board

Minutes of the autumn term governing board meeting held on Wednesday 23rd November 2022 at 6.00pm.

Membership (A denoted absence)	Frances Rowland, Chair Helen Yates, Vice Chair Caroline Bruce Francesca Chauhan
A	Elton D'Agostino Julie Dorrington Ros Harris Andrea Snelling Sarah White
A	Manisha Yasin Mohammed Yusuf Lisa Paulson, Assistant Head/Headteacher Teresa Mason, Headteacher
In Attendance	Sally Teal, Clerk to the Governing Board

PRELIMINARIES

FGB1/22-23/01 WELCOME AND APOLOGIES FOR ABSENCE

ACTION

Apologies for absence were received and approved from Elton D' Agostino and Manisha Yasin.

FGB1/22-23/02 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.

Renew register of business interest forms

The register of business interest form had been uploaded to GovernorHub. The register of business interest forms would be completed.

FGB

Review and sign Governors Code of Conduct

The clerk reported an update to the Code of Conduct, which included the following disclosure "any changes that prevent a governor adhering to the Code of Conduct, therefore, impeding on their ability to fulfil their role, must be reported to the Headteacher and Chair".

The Code of Conduct had been uploaded to GovernorHub. The Code of Conduct form would be completed by the end of November.

FGB

The chair commented that there needed to be an overhaul of the governor information currently on the school's website.

FGB1/22-23/03 MEMBERSHIP

Current membership

Evidence of the current membership of the governing board was available to view on GovernorHub. The membership details were noted.

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) (England) Regulations 2012).

There were no absences to consider.

Vacancy update

The Chair informed governors that this would be her last meeting since she was resigning from the governing board. Caroline Bruce also resigned. The Headteacher said that she would invite them into school to thank them properly for their support over the years.

Following their resignations, the clerk reported vacancies for 3 co-opted governors and 1 LA governor.

It was agreed that Lisa Paulson would fill one of the co-opted governor vacancies, leaving 2 co-opted vacancies.

The Chair **agreed** to contact Governor Services with regard to filling the LA governor vacancy.

Chair

End of terms of office

The clerk informed the governing board that Helen Yates' term of office would end on 29th March 2023. She agreed to continue as a governor for a further term of office.

Note: Following the meeting the clerk realised that she had made a mistake, since Mrs Yates as an elected parent governor, could not just continue in the same post. After contacting the Chair and Headteacher the matter was resolved and it was agreed that she would be co-opted at the next FGB meeting. The vacant parent governor post would be filled by a parent who had narrowly missed securing the post at the recent parent governor election.

Agenda
Item

Vacancies now exist for 1 LA governor and 1 co-opted governor.

GIAS update

The clerk had checked the governance information on GIAS and reported the details were up to date at the time of checking, but would now need to be updated.

FGB1/22-23/04 ELECTION OF CHAIR AND VICE CHAIR

The clerk sought nominations or self-nominations for the position of Chair.

Helen Yates put herself forward for the position of Chair and was elected unopposed for a term of 1 year.

Andrea Snelling put herself forward for the position of Vice Chair and was elected unopposed for a term of 1 year.

Frances Rowland said that she would meet with Helen Yates to hand over the role of Chair and speak about updating the website, signing of records, governor roles, etc.

At the request of newly elected Chair, Helen Yates, Frances Rowland agreed to continue to chair today's meeting.

FGB1/22-23/05 MINUTES OF THE LAST MEETING

Minutes of the meeting held on 22nd June 2022, a copy of which had been uploaded to GovernorHub for review, were taken as read, confirmed and would be signed by the Chair.

Action points

Reference	Action	Responsible	Outcome
03	Staff governor election would take place September 2022. Contact the Chair with confirmation of her decision Whether or not to remain on the governing body.	HT CB	Completed. New staff governor in place Completed – stepped down.
04—actions carried over from previous meeting.	Produce safeguarding doc for volunteers to read. Update Terms of Reference/Scheme of Delegation.	HT Chair/HT	Completed. Agenda Item
10	Update the Acceptable Use Policy and Data Protection Policy following recommendations from the governing body.	HT	Completed

Matters arising

There were no other matters arising from the minutes.

FGB1/22-23/06 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.

See Confidential Appendix.

FGB1/22-23/07 CORRESPONDENCE

Chair

Nothing to report.

Headteacher

See Confidential Appendix

Clerk

Safeguarding audit

The Safeguarding Board are introducing a new annual safeguarding audit/checklist which the DSL along with the safeguarding governor are required to complete. The document should be presented to governors at the point of submission and governors should ensure that any actions are addressed.

The Chair pointed out that a governor would be required to step up to the safeguarding governor role. The Headteacher told governors that there was a focus on safeguarding in schools and the

safeguarding governor must have the time to dedicate to the role. Helen Yates volunteered.

The Chair reiterated that she would meet with Mrs Yates and the Headteacher to discuss governor roles.

Ofsted inspection framework (updated July 2022).

The Ofsted inspection framework has been updated. A link to the updated document had been uploaded to GovernorHub. The key points include:-

The curriculum transitions arrangements, put in place to help schools transition to the 2019 Ofsted framework, extended due to the pandemic, ceased in September 2022.

A 'quality of education' measure has been introduced to enable a sharper focus on the curriculum.

The 'personal development, behaviour and welfare' judgement will be two separate judgements – 'personal development' and 'behaviour and attitudes'.

"Intent, implementation and impact" will not be judged as three separate measures, they will all be considered as part of your 'quality of education' judgement.

<https://www.gov.uk/government/publications/education-inspection-framework/education-inspection-framework>

SCHOOL PROGRESS

FGB1/22-23/08 HEADTEACHERS REPORT AND APPROVAL OF THE SCHOOL IMPROVEMENT PLAN

The Headteacher's report had been posted on GovernorHub prior to the meeting. She told governors that the school improvement priorities for 2022-2023 were based around Ofsted headings.

HT

The Headteacher highlighted the following:

Quality of Education

- Effectively teach Early Reading through Little Wandle. Mrs Paulson said that this was a very prescriptive phonics programme. The aim is, that by the end of Year 1 all pupils will have acquired the phonics they need. All staff have been trained. Assessments have been completed to identify the gaps/phonics knowledge in Years 1 and 2. Governors were advised of the starting points for each year group. Pupils have reading practice in small groups with a practitioner 3 times a week and are supported to become fluent readers. A positive impact was reported. The phonics pass rate has gone up from 70% to 86%.
Governors asked if reading volunteers were aware of the system. The Headteacher replied that they were expected to know what is needed.
Governors asked if parents needed training on Little Wandle. Mrs Paulson replied that a workshop had been held for parents and information was also available on the website

Curriculum

- It is ensured that leaders are given enough time to be able to develop/refine the curriculum and be able to articulate subject progression from Years 1-6
- Appointed a temporary TLR to lead in curriculum design and development

Improve Pupil Behaviour and Attitudes

- School has started to train Midday Supervisors to support children's behaviour
- There are more staff members outside at lunchtimes
- Behaviour Policy is being refined

- Year 6 pupils are being trained to become Peer Mediators and Prefects. All pupils to have an opportunity to do this
- Improving attendance is a priority
- Attendance is currently 95%. Pre pandemic it was 97%
- The school now has an Attendance Champion

Improve Pupil's Personal Development

- School continues to work as a Royal Shakespeare Associate school
- Wider range of After School Clubs are being offered
- School is reconnecting with the wider community again – coffee mornings and parent workshops held

Improve Quality of Education

- Little Wandle being embedded
- Spelling Shed to be bought to raise standards in writing
- Quality First Teaching employed. A whole school review to take place tomorrow when every teacher will be observed

6.56pm – Julie Dorrington joined the meeting.

The Headteacher was thanked for her report.

FGB1/22-23/09 PRESENTATION OF PUPIL DATA

Discussed at the SD&P Committee meeting.

The Inspection Data Summary Report which the Headteacher explained provided data for Ofsted inspectors to use for inspections, had been uploaded to GovernorHub. A short statement would be made regarding concerns.

The Headteacher told governors that she was very pleased that the school was in the top 20% in the country for the end of KS1 and KS2 results. The phonics data was a concern, but this had not been flagged as such.

The Chair gave thanks to the Headteacher and her team for their hard work.

FGB1/22-23/10 THE SCHOOL'S EDUCATIONAL RECOVERY PLAN

Governors noted that the school had received £3,166 in October for school tutoring and £2,683 of Covid recovery funding, which would be received each term. The money had been ring fenced for catch up and for children who were still struggling. The priorities were to roll out Year 6 tuition and to employ a tutor for Years 2 and 5.

Governors asked if the school would have to report on the funding. The Headteacher replied that it would not, but the impact of how it was spent had to be clear.

FGB1/22-23/11 ARRANGEMENTS FOR THE HEADTEACHER'S APPRAISAL

The Headteacher's appraisal had taken place on 13th October and had been performed by SIA, Mandy Austin. The Chair said that it was the first time that the Chair of Governors had not been given the option of dates to attend the appraisal meeting. She thought that it was important that a governor should be present at the meeting; something to consider in the future.

In light of the above, Helen Yates, Julie Dorrington and Andrea Snelling volunteered to be, and were appointed as appraisal governors for the next Headteacher's appraisal meeting.

FGB1/22-23/12 CONFIRM THE MEMBERS OF THE TEACHERS PAY COMMITTEE AND THE ARRANGEMENTS TO HEAR THE RECOMMENDATIONS OF THE HEADTEACHER

The Pay Committee had already met and the Headteacher's recommendations had been considered and approved.

The Model Pay Policy for Schools (Teachers) 2022 and the Pay Policy for Support Staff (posted on GovernorHub) would need to be approved. Approval was deferred to the next joint committee meeting in January. **Agenda item Personnel Finance and General Purposes Committee.**

FGB1/22-23/13 GUIDANCE AND POLICIES FOR REVIEW/APPROVAL

Helen Yates **agreed** to review and update the School Uniform Policy.

HY

The Headteacher advised governors that a model Attendance Policy had been received from the NST. Governors would be asked to approve the policy at the next meeting.

Governors noted the agenda link to the School Admissions Appeal Code.

FGB1/22-23/14 UPDATE ON GDPR

Governors noted:

- All staff have completed GDPR training – added to the Single Central Record
- School is GDPR compliant

FGB1/22-23/15 ARRANGEMENTS FOR THE COMPLETION OF THE SCHOOL FINANCIAL VALUE STANDARD (SFVS)

Delegated to the spring term joint committee meeting.

The Headteacher told governors that School Business Manager had completed an emergency P7 outturn statement to reflect the changes to pay awards and the National Funding Formula which she had posted on GovernorHub. Governors were invited to send questions to her.

GOVERNOR REPORTS

FGB1/22-23/16 TERMS OF REFERENCE AND DELEGATION OF FUNCTIONS 2022/2023

The Chair would go through the Terms of Reference document with Helen Yates and update it as necessary.

FGB1/22-23/17 REPORTS FROM COMMITTEES

Minutes uploaded to GovernorHub.

FGB1/22-23/18 GOVERNOR TRAINING AND DEVELOPMENT 2022-2023

The Chair advised governors to take advantage of the training opportunities offered by Governor Services.

Governors had completed the following training:

- Governor Induction Course – Andrea Snelling
- NSPCC Safeguarding training – Helen Yates

FGB1/22-23/19 REPORTS FROM GOVERNOR VISITS AND MONITORING

The Chair pointed out that governor subject link roles needed to be refreshed. **It was agreed that the new Chair and Vice Chair would meet with the Headteacher to allocate roles.**

Chair/
Vice
Chair

There were no visits/monitoring reported.

REPORTS TO GOVERNORS

FGB1/22-23/20 REPORTS FROM DfE GUIDANCE

Keeping Children Safe in Education (KCSIE) – update September 2022

Information

Keeping Children Safe in Education (KCSIE) is the main document setting out schools and colleges legal duties that must be followed to safeguard and promote the welfare of children and young people under the age of 18 in educational settings.

All relevant policies, particularly but not in isolation, the schools safeguarding policy, should be reviewed to include the updated statutory information and expectations found within the KCSIE (September 2022) document. The revisions to the document are summarised in the report booklet. The revisions to the document are:-

- Time constraints added to pupil file transfer.
- The need for pupils to have an “appropriate adult” during police investigations.
- Online checks for new staff.
- All governors to receive safeguarding training.
- More details on the effects of domestic abuse.
- Rewording from “peer on peer” to “child on child.”
- Focus on “early intervention.”
- Preventative update.
- Human Rights and Equality Act reminders.
- Additional new resources.

Actions for governors

- All governors to read the full KCSIE 2022 document.
- All governors to attend safeguarding training.
- Ensure all staff have read the full KCSIE 2022 document.
- Ensure that new guidance found in KCSIE 2022 is embedded into all relevant policies and review and approve these within the autumn term.
- Safeguarding governors to be assured that KCSIE 2022 changes are embedded into practice within the school/academy setting.

Governors agreed to read the KCSIE 2022 document by the end of the calendar year.

FGB

It was noted that Governor Services would run a virtual safeguarding training session on 23rd January at 6pm.

Mrs Yates would also inform governors about available e-learning safeguarding training sessions.

Note: Following the meeting she uploaded a Safeguarding Workbook into the Governor Training Folder on GovernorHub.

DfE updated guidance (July 2022): Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement

Information

The DfE have released updated guidance on Suspension and Permanent Exclusion for maintained schools, academies and pupil referral units in England, including pupil movement.

This reflects the government’s ambition to create high standards of behaviour in schools so that children and young people are protected from disruption and can learn and thrive in a calm, safe, and supportive environment. The updates are outlined in the report booklet.

Action for governors

Ensure your school policy is reviewed to reflect the updates.

Ensure the updated policy is approved and publicised on the school website.
Review and monitor the school's suspension/exclusion data, pupil moves and the characteristics of permanently excluded pupils.
Ensure the sanction is used only as a last resort.

FGB1/22-23/21 LOCAL AUTHORITY REPORTS

Proposed School Admission Arrangements for Nottingham City Community Schools 2024-2025

Action for governors

Governors are recommended to:

- note that the Local Authority is proposing to consult on its proposed admission arrangements 2024/2025 admissions arrangements set out in Appendices 1 and 2.
- consider the proposed planned admission number for their own school (as set out in Appendix 3.
- read this report and discuss at governing body meeting.
- advise the governing board meeting of the draft timelines for the 2024/2025 co-ordinated admissions process as set out in Appendix 5.

Proposed Admission Arrangements 2024-2025, including appendices, document available on GovernorHub.

FGB1/22-23/22 NST REPORT (for information)

Governors noted that the NST report had been uploaded to GovernorHub.

CONCLUDING ITEMS

FGB1/22-23/23 SAFEGUARDING AND CHILD PROTECTION

Detailed in the Headteacher's report.

The Headteacher highlighted:

- Sharp focus on safeguarding- a lot of safeguarding training completed this term
- Additional DSL trained
- Train the trainer trained – she recently trained Middays on safeguarding
- All staff have signed to say that they have read KCSIE 2022 – recorded on Single Central Record (SCR)

The chair asked whether everything would be found to be up to date if there was an audit of the SCR now. The Headteacher replied that there were still some small gaps. 6 people still needed to complete training on Prevent, FGM and CSE

- All staff now completed introduction to safeguarding – to be done every 3 years
- Safeguarding audit to be completed by 18th December
- 1 x Child Protection
- 5 x Child in Need
- 6 x Targeted Family Support
- 4 referrals to Social Care this term

FGB1/22-23/24 PUPIL AND STAFF WELLBEING

The Headteacher told the governing board that it was currently tough for staff, particularly as the school had a number of high profile pupils.

The Chair asked if the main issue was children with complex needs. The Headteacher replied that the school was coping well with some of the complex needs of children with SEND, etc. The staff governor added that children with behavioural issues were very needy, required a lot of attention and lacked resilience. This had an impact on staff and other children.

The Headteacher said that it would be impossible to keep the outstanding status of the school

now. This caused a lot of pressure and made staff feel anxious. She praised staff; the strength of the team and their willingness to do anything asked of them.

The Chair suggested that if the school bought SAS or Education Mutual staff absence insurance, she believed they offered free counselling and if this was available it would be good to use it or to direct people to something on the internet. The Headteacher responded that information is emailed to staff regularly.

Governors asked if staff got together as a whole unit to decompress. The Headteacher said that briefings are held twice a week where information is shared. Therapy Thursdays are held, but recently there has been no time for this. Most people would attend the staff Christmas meal this year.

FGB1/22-23/25 HEALTH AND SAFETY UPDATE

Mrs Paulson highlighted:

- A template for reporting Health and Safety was being looked at
- The LA Health and Safety Manager, David Thompson would complete a H&S audit in a couple of weeks
- There has been no H&S training
- Recently had 2 fire alarm practises
- Gate codes are changed regularly
- H&S items included in briefings

FGB1/22-23/26 EQUALITIES INCIDENTS REPORTED SINCE THE LAST MEETING

None reported.

FGB1/22-23/27 EVIDENCE OF GOVERNING BOARD IMPACT ON SCHOOL IMPROVEMENT

Governors impact on school improvement was evident in the discussions had and questions raised during the meeting.

Appraisal governors had been appointed to ensure governor involvement at the next Headteacher appraisal meeting.

A proposed meeting with the Headteacher to allocate governor subject links would reignite governor monitoring following the pandemic.

FGB1/22-23/28 ARRANGEMENTS FOR CHAIR TO INSPECT SCHOOL RECORDS

New Chair, Helen Yates, would arrange a time with the previous Chair this term, to look at school records. The Headteacher invited them to stay for a school dinner.

FGB1/22-23/29 CONFIRM DATES AND TIMES OF FUTURE MEETINGS

The following meeting dates were agreed:-

Spring term 2023:

- Joint committee – Wednesday 25th January at 2.00pm;
- Full governing body – Wednesday 15th March at 6.00pm.

Summer term 2022:

- Joint committee – Wednesday 10th May at 2.00pm;
- Full governing body – Wednesday 21st June at 6.00pm

FGB1/22-23/30 CONFIDENTIALITY AND COMMUNICATION

It was agreed that no items be deemed confidential for the purpose of the minutes, with the exception of: FGB1/06 and FGB1/07.

See confidential appendix

Communication of the decisions made was considered, and it was agreed that the school would undertake all communication with the stakeholders.

The Headteacher gave “massive thanks” to Frances Rowland and Caroline Bruce for their sterling work over the years as members of the governing board. Their contributions had been very much appreciated She wished them every success for the future.

The meeting closed at 8.04pm.

Signed by the Chair:

Date:

ACTION POINTS FROM THE MEETING:-

Reference	Action	Responsible	Outcome
FGB1/02	Complete register of business interest forms.	FGB	
	Complete and sign governor code of conduct by the end of November.	FGB	
FGB/03	Contact Governor Services regarding LA governor role	Chair	
FGB1/08	Post Annual Performance Review on GovernorHub.	HT	
FGB1/13	Review/update the School Uniform Policy	HY	
FGB1/19	Meet with Headteacher to allocate link governor roles.	Chair/Vice Chair	
FGB1/20	Read the KCSIE 2022 document by the end of the calendar year.	FGB	

Attendance at meetings - Academic Year 2022 -2023											
Governor Name	Autumn 2022			Spring 2023				Summer 2023			
	PF&GP	SD&P	FGB								
Caroline Bruce	Apols	Apols	Y								
Francesca Chauhan	Apols	Apols	Y								
Elton D'Agostino	Y	Y	Apols								
Julie Dorrington	Y	Apols	Y								
Ros Harris	A	Y	Y								
Teresa Mason	Y	Y	Y								
Lisa Paulson	Apols	Apols	Y								
Frances Rowland	Y	Y	Y								
Andrea Snelling	A	Y	Y								
Sarah White	A	A	Y								
Manisha Yasin	Apols	Apols	Apols								
Helen Yates	Apols	Apols	Y								
Mohammed Yusuf	A	A	Y								

Confidential appendix of the autumn term governing body meeting held on Wednesday 23rd November 2022

FGB1/22-23/06 CHAIR'S OR VICE CHAIR'S EMERGENCY ACTION SINCE LAST MEETING

ACTION

The Headteacher advised the governing board that she had contacted the Chair and Vice Chair to inform them that she had issued a pupil with a fixed term exclusion on 21st November and he had been reintegrated back into school today. He would have a phased return to his class. The exclusion had been logged on the portal and the school had informed the Virtual School and the child's Social Worker, since he was in a residential home.

Governors noted that the child had become dysregulated after today's meeting. The school had reached out to other agencies for support, since it did not want the situation to progress to permanent exclusion. He currently received 1:1 support, but this was not enough.

Governors asked how staff were finding the process. The Headteacher replied that making the initial decision to exclude the child was difficult, but a crisis point had been reached where the wellbeing of staff and pupils was at stake. The behaviour displayed in school was so extreme that it was difficult to manage and all of the things that the school had put in place were not having any impact. She felt that this had been the right decision to enable the school to move on.

The Chair asked if there was a positive handling process in place in the school. The Headteacher replied that there was and explained why staff did not have to do this with the child.

The Chair asked who the schools point of contact was. The Headteacher replied that it was the manager of the child's residential home. It also had a Social Worker to contact and were in regular contact with the Virtual School.

FGB1/22-23/07 CORRESPONDENCE

The Headteacher informed governors that she would put in her resignation before 31st December and remain at the school until the end of July. The Headteacher position would be advertised in January.

Governors asked if there was guidance for them with regard to recruiting a new Headteacher. The staff governor said that she had previously been involved with this and an advisor from the LA had helped with the process. The clerk advised that the school should contact the LA's HR Manager, Carol McCrone.