

Haydn Primary School Governing Body

Minutes of the summer term virtual governing body meeting held via MS Teams on Wednesday 22nd June 2022 at 7.00pm

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

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

PRELIMINARIES

FGB3/21-22/01 APOLOGIES FOR ABSENCE

ACTION

Apologies for absence were received and approved from Mrs Rowland. There were no apologies for absence received from Ms White.

In the absence of the Chair, Mrs Yates (Vice Chair) chaired the meeting.

The meeting welcomed new parent governor Mrs Snelling, to the meeting. A round of introductions followed.

FGB3/21-22/02 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.

FGB3/21-22/03 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

The clerk reported there was one co-opted governor vacancy.

Ms Paulson said from September 2022, she will be doing one day a week as Headteacher and feels this would be a conflict of interest to continue in her role on the governing body, therefore she said she would step down at the end of term as staff governor, **it was agreed a staff governor election would take place September 2022.**

Gov

Mrs Chadwick informed the meeting she would be stepping down as co-opted governor at the end of term.

Mrs Bruce said she is considering stepping down as co-opted governor at the end of term, **she agreed to contact the Chair with confirmation of her decision.**

CB

End of terms of office

There were no end of terms of office pending.

Get information about schools (GIAS) check

The clerk had reviewed governor information on Get information about schools (GIAS) website in preparation for the meeting and reported the information as of 22nd June 2022 was up-to-date.

FGB3/21-22/04 MINUTES OF THE LAST MEETING

Minutes of the meeting held on 10th March 2022, a copy of which had been uploaded to Governor hub for review, were taken as read, confirmed and electronically signed by the Chair.

Action points

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

Govs

Govs

Matters arising

There were no matters arising from the meeting.

FGB3/20-21/05 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.

FGB3/21-22/06 CORRESPONDENCE ITEMS

From the Chair

There were no correspondence to report.

From the Headteacher

The Headteacher said she has received a resignation letter from Mrs Worrall, Year 4 teacher.

The Headteacher updated governors on the outcome of a dismissal hearing, supported by the local authority HR, it was agreed the staff member would leave on grounds of ill health.

From the Clerk

There were no correspondence to report.

SCHOOL PROGRESS

FGB3/21-22/07 HEADTEACHER REPORT TO GOVERNORS

The Headteacher said attendance fluctuates between 93% to 94%, pre-Covid attendance was 97%. She noted this drop in attendance is a similar picture across the City schools. She said there has been a higher than normal number of illnesses, including chicken pox and stomach bugs. She said there has been a small number of parents taking holiday during school time. She explained that each case is considered and understands the difficulty in families re-arranging holiday due to Covid. She said from September 2022, the school will re-launch and therefore re-enforce the attendance guidance and policy, including promoting the importance of pupils attending school and highlighting the impact of lose learning. Governors supported the Headteachers assessment of the current situation and recognised the importance of getting attendance figures back to pre-Covid levels.

The Headteacher said the SLT is working through the actions from the school review, including a external check on the development of the early careers teachers (ECT's). She felt the school getting back to where it was prior to lockdown. Residential, school trips and visit and sport events are taking place. Governors heard she is working with the school improvement advisor (SIA) to prepare the school for an Ofsted visit, this includes training of the subject leaders to articulate their intent, implementation and impact and undertake practice Ofsted questions.

The Headteacher said the internal end of year data is being collated and moderated. The school is waiting for the outcomes of the Year 6 SATs, phonic screen, Year 4 timetable and KS1 SATs.

The Headteacher presented the staffing structure for 2022-2023, the Headteacher is moving four days a week as approved by governors. Ms Paulson is covering the fifth day. It was noted the Business Manager has changed the culture in the office team and this presents the school with a very strong SLT structure.

The Headteacher said Mr Ward has moved from two days to four days a week, opening additional capacity in PE, who will be able to provide specialist sports sessions for identified pupils. Mrs McLeod returning to work three days a week, she will be inclusion lead and none classed based, this will provide extra capacity for SEN and LAC pupils. Mrs Evans moving from

Year 6 to lead Year 3 and Year 4.

The Headteacher said the ECT joining the school from September 2022 has a therapy dog and the school is excited to welcome them both. An experienced teacher has been appointed in Year 5. The Headteacher said she is happy with the teaching and TA team, it is positive and strong team. She said the structure takes time to develop, the SLT meet, discuss and come up with a number of proposals.

Governors asked, are there any new subject leads. The Headteacher said currently there is not history lead, from September this will be put in place, the remaining subject leads will stay the same, and she highlighted the importance of consistency in developing subjects.

The meeting heard nursery numbers are low, any ideas to promote the provision is appreciated.

The Headteacher updated governors on the transition process, she said children classes will be finalised on 28th June and parents informed on 1st July. She said pupils are building positive relationship with their new teachers and transition mornings will take place for pupils moving into new classes.

Transition dates have been arranged for 31 new pupils, parents have been invited to meet with the Headteacher, class teacher and Assistant Headteachers. The Headteacher said the nursery visits at the beginning of autumn term has been successful and will continue with the model of four morning/after sessions before moving to the full time. F2 teachers contact all the parents, outlining the process for September 2022. Arrange time for the F2 teachers to visit pupils in their settings or arrange home visit with the parent.

Governors heard the new phonic programme is being implemented ready for September 2022, whole school training sessions have taken place. They noted children will begin phonic lessons, second week into autumn term.

The Headteacher said pupils with additional needs will have extra transition sessions available, allowing them to get to know their new class teachers.

The Headteacher's report was received with thanks.

FGB3/21-22/08 COVID CATCH UP FUNDING, PUPIL PREMIUM AND SPORTS FUNDING

FGB3/21-22/09 UPDATE ON APPROVAL OF BUDGET 2022-2023 AND CURRENT IN YEAR FINANCIAL POSITION

The Business Manager thanked governors to sending through approval for the 2022-2023 budget.

The Business Manager said the end of year 2021-2022 financial document was uploaded to governorhub and requires governor approval before submitting to the LA. She said there is an underspend that feeds into the budget for the following year and the school are required to submit a CRF08 form for an in-year carry forward that exceeds 8% of the income. The Business Manager said the school will be using part of the carry forward to re-furbish the KS2 field.

Governors asked, does the school have a clear plan for improvement and costs involved. The Business Manager said the school are looking at a multi-use sports pitch, during winter the

current fields is unusable. She said most of the equipment there is over 15 years old and needs replacing. The Headteacher said the ultimate aim is to have a surface that is weather proof and accessible all year round. Governors heard the school has received a quote of £90,000 to make the whole area into an all-weather area. Ms Paulson said consideration must be given to the needs of pupils and there may be a need to not remove all the natural environment.

A governor noted the CRF08 form refers to 2011, they asked have they not provided an updated form. The Business Manager noted this and the LA confirmed this was the most up-to-date version.

Governors asked, on the CRF08 form, does the school have to be specific with costings of planned expenditure. The Business Manager said this is not required, only an indication on how the money will be spent.

Governors asked, what the threshold is for the LA to 'clawback' funds and has the school considered how they manage this figure in-year so it does not become an issues at the end of year. The Business Manager said she is aware the LA have yet to 'clawback' funds from any schools.

Governors discussed accessibility to the playfield and how this is being considered. The Business Manager said any designs will be circulated to parents, pupils and governors for input. The Headteacher confirmed the new playfield/area will be accessible to all.

The governing body approved the financial year end 2021-2022 document and the CRF08 form for submission to the LA.

The Business Manager presented the three year budget plan, governors confirmed they received a copy prior to the meeting. Governors noted in 2023-2024 there is an in-year deficit of £4,000 and by 2024-2025 the in-year deficit increases significantly. The Business Manager explained this is normal practice, The expenditure increases year on year, including a set teacher pay rise. The Business Manager said Mr Dagostino raised a number of questions following circulation of the three year budget plan and he noted the expenditure projection increases, however the income projection does not The Business Manager said she contacted finance support and they provided a comprehensive response to the point raised. She said the response was forwarded to Mr Dagostino.

The Business Manager said she received confirmed the free school meal income is increasing by 7p per pupil.

Mr Dagostino said historically this is how the three year budget is presented, **however raised concern around reduced nursery pupils and the birth rate has decreased. He asked, is the school finding it is as oversubscribed as previously or has the oversubscription figure lowered.** The Headteacher said the school currently is as oversubscribed as normal, however nursery numbers are lower. Ms Paulson said the nursery numbers increase through the academic year. The meeting discussed how the school promoted nursery places in and around the local area, they noted nursery places were open for 15 or 30 hour provision and no flexibility is available and this is due to the funding provided through the LA. Governors recognised this could be a barrier for some parents.

Governors asked, has the school considered social media advertising and leaflet drops at local business or toddler groups. The Headteacher said any ideas will be considered.

-Ms Chadwick and Mr Dagostino left the meeting at 8.11pm-

FGB3/21-22/10 POLICIES FOR REVIEW/APPROVAL

The Headteacher said the Nottingham School Trust (NST) version of the ECT policy, she said it has been adapted to meet the needs of the school, the **governing body approved** the ECT policy.

The Headteacher said the Acceptable Use policy has been re-written due to change in computer practice regarding logging into computing for teachers. Mrs Chauhan recommended removing a work within the policy regarding non-staff members not complying with the policy, the **Headteacher agreed** to action this. She recommended any future policy changes are highlighted within the document. The **governing body approved** the acceptable use policy.

HT

The Headteacher said there has been no changes to the Data Protection policy. Mrs Chauhan highlighted two elements need updating, the named data protection holder and the review data. The Vice Chair noted a reference in section 10 of the policy referred to a wrong section and this needed update. The **Headteacher agreed** to update these, the governing body approved the Data Protection policy in principle following amendments noted.

HT

FGB3/21-22/11 SECURITY UPDATE

Nothing to report.

FGB3/20-21/12 CONSIDER ARRANGEMENTS FOR HEADTEACHER PERFORMANCE MANAGEMENT FOR ACADEMIC YEAR 2022-2023, INCLUDING APPOINTMENT OF EXTERNAL ADVISOR AND APPROVAL OF PERFORMANCE MANAGEMENT GOVERNORS

The **governing body approved** the appointment of Mrs Austin as external advisor for 2022-2023.

The Headteacher said an annual performance review had been arranged for 14th July and invited governors to attend.

FGB3/21-22/13 PUPIL AND STAFF WELL-BEING

The Headteacher said well-being across the school feels like it has improved since the spring term. She said school feels in a positive place, with pupils going to back to normality and enjoying the extra-curricular activities.

Governors heard staff members are pleased with the continuation of therapy Thursday.

The Headteacher explained staff spot behaviour concerns with pupils who may be struggling and the school work with that pupil to 'drill down' to why they appear to not be happy. Ms Paulson said it is a matter of the school being constantly vigilant and working with pupils to support their wellbeing.

The Headteacher said a number of behaviour initiatives are being trialled in the next couple of weeks in preparation for September 2022.

GOVERNOR REPORTS

FGB3/21-22/14 REPORTS FROM COMMITTEES

The meeting noted the joint committee minutes from 11th May were available on governorhub.

FGB3/21-22/15 GOVERNOR TRAINING AND DEVELOPMENT

The Vice Chair completed the Ofsted preparation governor training ran through the education governance team.

FGB3/21-22/17 REPORTS FROM GOVERNOR MONITORING VISITS

The Vice Chair said this is an item governors need to address in readiness for September 2022. It was **agreed** the governor monitoring links be reviewed in September 2022.

Governors noted there were a number of events taking place prior to the end of term, including;

- PTA on 24th June;
- Year 6 show on 19th and 20th July;
- Summer concert on 14th July.

REPORTS TO GOVERNORS

FGB3/21-22/18 LOCAL AUTHORITY AND DfE REPORTS

DfE Statutory Guidance – Cost of School Uniform

In November 2021, the DfE published statutory guidance stating schools and their governing boards must have regard to the cost of school uniform guidance when reviewing, developing and implementing their school and trust uniform policies.

Schools should:-

- Ensure their uniform is affordable;
- Keep the use of branded items to a minimum;
- Publish the school uniform policy on the school's website and the policy be easily understood;
- Ensure the uniform supplier arrangements give the highest priority to cost and value for money (including the quality and durability of the garment);
- Avoid single supplier contracts unless regular tendering is sought and more than one supplier can compete for the contract, ensuring best value for money. Single supplier contracts should be retendered at least every 5 years;
- Ensure that second-hand uniforms are available for parents/carers to purchase. Information on second-hand uniforms should be published on the school's website.
- Engage with parents and pupils when developing the school uniform policy.

Action for governors

- Review and approve any changes to the current uniform school policy;
- Ensure school uniform information is published on the school website;
- Be compliant with much of the DfE guidance by September 2022, with the exception of the school being in breach of a pre-existing contract or agreement with a uniform supplier;
- Have sight of any existing contracts or agreements and renewal dates;
- Ensure, where practicable, the school is fully compliant with the guidance by summer 2023 (it is recognised that some schools tied into existing contracts with suppliers will not be able to comply with some elements of the guidance until their contract is due for renewal, which may be after summer 2023).

It was noted the school did not have a school uniform policy, information is available in the school prospectus.

Governors asked, is the school moving forward with pupils not required to come into school with school shoes. The Headteacher said the SLT have considered this and believe it has been a benefit to allow pupils to come to school in black trainers, as they are more comfortable and practical. Therefore this will continue into the next academic year.

Governors asked, will allowing pupils to arrive in PE kit on PE days continue next academic year. The Headteacher said this can continue however the regulations on PE kits need tightening as

this has become lax lately.

Governors recommended parents are informed of any changes coming in September 2022 as soon as possible.

Model Capability Policy for Employees (Feb 2022)

The Capability Policy had been revised in February 2022 to include Early Careers Teachers (ECT's).

Action for governors

- To approve the updated policy;
- Ensure the revised policy is circulated to all staff.

The policy was approved and the Headteacher would circulate to all staff.

Determined admission arrangements for Nottingham City community/maintained schools 2023-2024

Action for Governors

Governors are recommended to;

- note the determined admissions arrangements and oversubscription criteria for 2023-2024 set out in the report (and in Appendices 1 and 2), which are unchanged from those determined for the 2021-2022 admission arrangements;
- note the planned admission number for their own school (set out in Appendix 3);
- note the timelines for the 2023-2024 co-ordinated admissions process (as set out in Appendix 5);
- Ensure that this information appears on your school's website during the 2022-2023 and 2023-2024 school years.

please note all appendices mentioned are available in the full report on Governorhub

Governors noted the report. The Headteacher would ensure the admissions information 2023/2024 is uploaded to the school website.

Annual Health and Safety Report

David Thompson, Health and Safety Office for Schools, has circulated the annual health and safety checklist to Headteachers.

Action for governors

- Receive and approve the health and safety report;
- Ensure the report, once approved, is submitted to the Schools H&S Team, Local Authority;
- Receive feedback from the report and action any recommendations.

Ms Paulson noted health and safety was discussed at the committee meeting and it was agreed the health and safety report would be presented to the personnel, finance and general purpose committee meeting in the autumn term 2022.

The Headteacher said from 2025 schools should eliminate use of single use plastics as stated by DfE policy. Therefore the school will be removing the use of glitter, governors recommended getting the school council involved and noted the learning opportunities available for the school.

FGB3/21-22/19 NST REPORT FROM SPRING 2022

For information only.

CONCLUDING ITEMS

FGB3/21-22/20 SAFEGUARDING AND CHILD PROTECTION

In Headteacher report. It was noted the DSL's attended update training and an introduction to safeguarding for the whole staff team is due in September 2022. Governors noted the school is taking up the NST offer for train the trainer training in preparation for autumn term 2022.

The Headteacher said the single central record is up to date.

ADSL delivering child on child abuse training for all staff members.

Safeguard meetings held weekly, training for staff on use of MyConcern and ensuring chronology is robust.

Governors asked, has the school received any applications from children arriving from Ukraine.

The Headteacher said the school has received one and the child will be starting on 27th June in the nursery.

FGB3/21-22/21 HEALTH AND SAFETY UPDATE

Up to date on fire drills and reverse evacuations (getting pupils from outdoor to indoor).

From September 2022, start and end time same for all pupils, done to alleviate issues that have arisen. Support parents with drop off for pupils with multi children within the school.

Governors asked, has any resolution been proposed for the heavy gate at the school entrance, as it can be deemed as a health and safety issue. The Headteacher said this is an ongoing issue, noting the cost of replacing the gate is prohibitive.

FGB3/21-22/22 EQUALITY INCIDENTS REPORTED SINCE THE LAST MEETING

The Headteacher said there has been one equality incident since the last meeting, the incident has been dealt within in accordance with the school policy. The incident was recorded on SIMs and parents spoken with.

FGB3/21-22/23 ARRANGEMENTS FOR CHAIR TO INSPECT SCHOOL RECORDS

The **Headteacher agreed** to arrange a date for the Chair to inspect the school records.

FGB3/21-22/24 CONFIRM DATES AND TIMES OF FUTURE MEETINGS

The following meeting dates were agreed:-

Autumn 2022;

- Joint committee – Wednesday 12th October at 2.00pm;
- Full governing body – Wednesday 23rd November at 6.00pm. (virtual)

FGB3/21-22/25 CONFIDENTIALITY AND COMMUNICATION

It was **agreed** that no items be deemed confidential for the purpose of the minutes. 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 9.00pm

Signed by the Chair:

Date:

ACTION POINTS FROM THE MEETING:-

Reference	Action	Responsible	Outcome
03	Staff governor election would take place September 2022. Contact the Chair with confirmation of her decision whether to remain on the governing body.	Headteacher Mrs Bruce	
04 – actions carried over from previous meeting.	Produce safeguarding doc for volunteers to read. Update Terms of Reference/Scheme of Delegation.	Headteacher Chair/Headteacher	
10	Update the Acceptable Use policy and Data Protection policy following recommendations from the governing body.	Headteacher	

Academic Year 2021 -2022												
Governor Name	Autumn 2021				Spring 2022				Summer 2022			
	PF&GP 12.10	SD&P 12.10	FGB 24.11		PF&GP 26.1	SD&P 26.1	FGB 10.3		PF&GP 11.5	SD&P 11.5	FGB 22.6	
Mr E D'Agostino	Y	Y	Y		A	A	Y		Y	A	Y	
Ms C Bruce	Y	Y	A		A	A	Y		A	A	Y	
Ms S Chadwick	A	A	Y		Y	Y	Y		Y	Y	Y	
Mrs F Chauhan	A	A	Y		Y	Y	Y		Y	Y	Y	
Ms J Dorrington	A	Y	Y		A	A	A		A	A	Y	
Mrs T Mason	Y	Y	Y		Y	Y	Y		Y	Y	Y	
Ms L Paulson	Y	Y	Y		Y	Y	Y		Y	Y	Y	
Mrs F Rowland	Y	Y	Y		Y	Y	A		Y	Y	A	
Ms S White	A	A	A		A	A	A		A	A	Y	
Mrs M Yasin	Y	Y	A		A	A	Y		A	A	Y	
Mrs H Yates	A	Y	Y		Y	Y	Y		Y	Y	Y	
Mr M Yusuf	A	Y	A		A	A	Y		A	A	Y	
Mrs A Snelling											Y	