

Haydn Primary School Governing Board

Minutes of the summer term governing board standards meeting held via MS Teams on Wednesday 25th June 2025 at 6.00pm

Membership (A denoted absence)	H Yates, Chair A Snelling, Vice Chair M Bold M Hanson R Harris S Khan G Morris
Apol	A O'Grady J Olpin J Pridmore L Wareham
Abs	M Yasin M Yusuf L Paulson, Headteacher
In Attendance	D Harvey, Clerk to the governing board S Chadwick, School Business Manager

PRELIMINARIES

FGB6/24-25/01 APOLOGIES FOR ABSENCE

ACTION

The Chair welcomed everyone to the meeting, including two governors joining the meeting for the first time. A round of introductions followed.

Apologies for absence were received from A O'Grady.

There were no apologies for absence received from M Yusuf.

FGB6/24-25/02 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.

FGB6/24-25/03 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).

The Chair agreed to contact M Yusuf regarding his intention for the governing board.

Chair

Vacancy update

The clerk reported the governing board was full.

End of terms of office

The clerk reported there were no end of terms of office to consider.

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 25th June 2025 was correct.

FGB6/24-25/04 MINUTES OF THE LAST MEETING

Minutes of the meeting held on 19th March 2025, a copy of which had been uploaded to GovernorHub for review, were confirmed and would be electronically signed by the Chair.

Action points

Ref	Action	Responsible	Outcome	
07	Meet with the SBM to analyse the 2025-2026 budget and three-year forecast in greater detail.	SBM/MB/ MH/JP	Outstanding action. The Headteacher said she had informed the SBM regarding this action. M Hanson agreed to contact the SBM to arrange a suitable date to hold a meeting.	MH Chair
	Collation subject leaders wish list of resources, to see if items can be sourced through charitable means.	Headteacher /Governors	The Chair agreed to reach out to teachers regarding wish list of resources.	
10	Work with the SBM to review the risk assessments linked to the SBM power tools bought on site.	J Olpin	J Olpin confirmed she reached out to the SBM and they have contacted the School Health and Safety Team. J Olpin said she has noted that there are further risk assessments that need sharing with appropriate staff members.	
12	Share pupil voice feedback on Opal Play.	Headteacher	The Headteacher said the school are constantly receiving verbal feedback, however agreed it would be beneficial to collate this information.	HT Vice Chair
	Contact BGS and Wollaton Hall regarding educational visitors coming to the school.	Vice Chair	The Vice Chair confirmed she contacted Wollaton Hall and there is plenty of opportunities available, she agreed to share the information with the Headteacher. The Vice Chair contacted BGS, however has not received any	

			communication from them.
18	Inspect school records, including review of the Singel Central Records.	Chair	The Chair said she will arrange a meeting with the SBM to review the school records.

Chair

-S Khan and M Yasin joined the meeting at 6.13pm-

Matters arising

None.

FGB6/24-05 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.

FGB6/24-06 CORRESPONDENCE ITEMS

From the Chair

The Chair informed governors, Annie Harley got in touch around the sandpit that is being installed as part of Opal Play. This is being installed at no cost to the school, including the removal of a number of goal posts from the school site. The Chair said the work will take place during the summer holiday. **A governor asked, does the school acknowledge these pieces of community input.** The Headteacher said pupils will acknowledge and appreciate the support from the community, she believes the Opal Play team are working on acknowledging the gift.

From the Headteacher

-Confidential discussion-

The Headteacher informed governors a long-standing midday supervisor is retiring, the school has successfully appointed three midday supervisors, the recruitment at this time appears to be very positive.

From the Clerk

None.

SCHOOL PROGRESS

FGB6/24-07 HEADTEACHER REPORT

The Headteacher agreed to highlight any key points from the report.

Context

The school is full which is a positive picture for the school, there are 51 on SEND register, five pupils with an EHCP and nine children receiving high level needs funding. Pupil premium is 15% which is significantly below national and local average. The school attendance (96.2%) is above national average and currently higher than previous year (94.1%).

Strategic Planning

The Headteacher said the School Development Plan (SDP) has been reviewed, there are a few areas yet to be completely embedded and these objectives will be detailed in the 2025-2026 SDP.

The Headteacher said from autumn term 2025, there will be a revised Ofsted framework. The school have put together a plan based on a NST template that aligns with the ten key areas.

These ten areas include;

- Leadership and governance; curriculum; developing teaching; achievement; behaviour and attitudes; attendance; personal development and well-being; inclusion, safeguarding and early years.

The Headteacher explained that Ofsted have reviewed these key areas and have agreed to streamline them further, meaning the new Ofsted framework will not come into use until November 2025.

Quality of Education

The revised curriculum is designed to ensure all pupils develop increasingly secure knowledge and skills as they progress through school, from Early Years to Year 6. The curriculum is equally ambitious for all pupils. The Headteacher drew governors to the curriculum offer and opportunities afforded to pupils, she felt the offer available through the school has a significant positive impact on pupils.

The Headteacher said the school is fully utilising local amenities and offers, the governing board acknowledged the creativity of staff members with identifying local opportunities for pupils.

The sports offer remains strong, despite streamlining the staffing structure. The school provide additional swimming lessons (mainly in Year 6) for those that have not achieved 25metres. Governors noted other sporting opportunities through athletics, dance, football festivals and netball sessions.

The Forest Schools Programme remains in place and all year groups access the programme over the year, included F2 and Year 1 having weekly sessions. The school feels Forest School has a significant impact on pupil wellbeing.

The music provision within school remains strong and children are offered numerous opportunities to perform and learn instruments. Governors noted the RSC Associate School links, the Headteacher feels this opportunity is significant for children.

The Headteacher said the Teaching and Learning Policy and essential guidance on Quality First Teaching is embedded and continues to support teachers with delivering excellent practice.

The mid-year approvals reviews and observations have taken place and the final reviews are planned for the last two weeks of term.

The School Improvement Advisor (SIA) is conducting one final visit, with a new SIA working with the school from September 2025. The Headteacher shared a summary of the SIA learning walk held earlier in the term.

The Headteacher said next year development includes a live marking policy, with the purpose of supporting and managing teacher workload and support with pupil progress. **The Chair asked, are there any schools utilising live marking scheme, that can be observed for best practice.** The Headteacher said she attended a workshop on live marking and feedback scheme; she explained one key element is removing intrinsic rewards for pupils, which is currently a part of the school ethos. The Headteacher said implementing the scheme will require careful consideration, therefore will be asking the lead trainer from the workshop to provide CPD for staff. A staff governor said this process has been coming as it forms part of the teacher training, she feels it would save teachers' significant time. The Headteacher recognised that there are elements of live marking happening already, however there is a need to build consistency across the entire

school.

The Headteacher said the extension of the key learning assessment criteria for RE, Art and Computing is becoming embedded. She explained that RE has become fully embedded across the school, with ongoing work around Art and Computing. The Headteacher said next year, music will be added as a further subject.

The embedding of Priority Literacy programme from Year 1 to Year 6, with a focus on writing sequences is improving, however there is a need to continue developing further and will be a curriculum priority for 2025-2026.

Staff training with specific focus on the needs of child with SEND in the classroom and ways to work efficiently and effectively adapt their practices. **The Chair asked, is it possible to ask parent/carers for their views on the changes to sharing of the plans.** The Headteacher said this can be looked into, parents and carers are offered extra meeting times to share IPMs and PSPs, with the purpose to be fully involved with their children's learning journey. The meeting discussed the optimum time to hold a meeting with the parents to gather their views. The Vice Chair drew governors' attention to a potential need to hold an additional meeting with SEND pupils and their families around transition. The Chair recommended having a meeting with the SENDCO, as potentially there could be two issues to consider, one the progress and the other is transition. **Action agreed** to discuss whether holding a meeting with parents regarding SEND transition for 2026-2027.

Chair/
Vice
Chair/
HT

The Headteacher informed governors, Bex Crawford will be taking over as Maths lead, along side Tracey Harrison. Ros Harris will be sharing the English lead role from September with Mary Chambers. **A governor noted, with Joshua Grimshaw leaving, the current computing lead, have arrangements being considered for the computing lead position, especially given the importance of continuity.** The Headteacher confirmed she is aware of the need and there is a potential plan in place. The Chair said the governor link roles will be reviewed following appointment of new governors, she recommended continuing with the links for computing, maths and English.

Leadership and Management

The Headteacher said there is a clear and aspirational vision for the school both in the short and long term, she said however this will be revisited in the autumn term 2025, with the purpose of weaving through the curriculum. **The Chair asked, will the vision be opened up to wider stakeholders.** The Headteacher said she is happy to open this up to governors and community, the Chair said if this is possible, without the need of turning into a large piece of work. **The Headteacher said she would contact the Chair about how this could be implemented.**

HT/
Chair

The Headteacher said, school leaders work hard to protect staff from bullying or harassment, the Headteacher said this has not been an issue to date but leaders have had to step in to support staff.

Update on Priorities/new initiatives for 2024-2025

The staff wellbeing working party has been set up and made up of representatives from different areas of the school, including support staff and governors. The first meeting took place March 2025 and several actions arose from this, the Headteacher said these actions have been addressed, including PPA time being taken from home (if needed), staffing is in place for the most complex children and this feels fairer and more evenly distributed amongst the staff team. Staff have completed various training to support in this role. The school have implemented a protocol which has been established around parents emailing staff members outside of work

hours.

Governors thanked the Headteacher for her detailed report.

FGB6/24-25/08 STAFF STRUCTURE 2025-2026

-Confidential item-

-M Bold left the meeting at 7.33pm-

FGB6/24-25/09 REVIEW OF PE AND SPORTS FUNDING UPDATE

The Headteacher said the PE and sports funding review is taking place and will be uploaded to the school website by 31st July. It was **agreed** the review document would be shared on GovernorHub prior to this date for governors to make any comments.

HT

FGB6/24-25/10 WELLBEING AND MENTAL HEALTH OF STAFF AND PUPILS

The Headteacher said the work taking place on the roof is impacting on staff wellbeing, she explained this time of year is a challenge given the increase in temperatures and uncertainties moving into the next academic year. The Headteacher explained there are minor 'niggles' during lunchtime, she said Opal Play is having an impact, however Year 6 are going through an emotional period and the school must manage this accordingly.

FGB6/24-25/11 CONSIDER ARRANGEMENTS FOR HEADTEACHER PERFORMANCE FOR ACADEMIC YEAR 2025-2026

The following governors were appointed as pay committee members for 2025-2026;

- J Olpin;
- G Morris;
- M Hanson;
- J Pridmore.

It was **agreed** the Headteacher would contact the four governors to arrange a date for the pay committee meeting.

HT

GOVERNOR REPORTS

FGB6/24-25/12 GOVERNOR TRAINING AND DEVELOPMENT

The Chair drew governors' attention to The Knowledge, an area on GovernorHub that provides virtual learning and resources.

The Chair advised the new governors to attend governor induction training.

The Chair drew governors' attention to the inhouse safeguarding training, on 1st September, 10.15-1.15. The Headteacher said it would be beneficial to know the local context, noting the training through The Knowledge will be more generalised. A **governor asked could the local context or slides from the inhouse safeguard session be shared with governors, if they were to complete the online course.** The Headteacher said that information could be shared. **Governors agreed to complete the online training or inhouse school training by 24th September.**

HT/
Govs

FGB6/24-25/13 REPORTS FROM GOVERNOR MONITORING VISITS

The Chair said she was gathering pupil voice from Year 2 and Year 5 on being safe within school, including safe online. This was part of a wider visit to review the health and safety audit.

FGB6/24-25/14 END OF YEAR GOVERNORS IMPACT STATEMENT

The Chair agreed to draft a governor impact statement and would share on GovernorHub for Chair comments.

CONCLUDING ITEMS

FGB6/24-25/15 SAFEGUARDING AND CHILD PROTECTION

The Headteacher explained each term she produces a safeguarding report, which was tabled at the previous meeting. She said since that meeting, a safeguarding audit has been completed, and the single central was reviewed. The school has implemented a new recording template to be consistent with other NST schools.

The Headteacher said the safeguard training is being planned for September 2025 as part of the three-year safeguard cycle, the Headteacher said she will lead on this training. The Headteacher confirmed Prevent, FGM and SRC will also be delivered on 1st September.

The Headteacher explained for DSL's to retain DSL status, they are required to attend two DSL network meetings a year, however this requirement is being removed, and DSLs are required to attend specific training sessions ran by the local authority.

FGB6/24-25/16 HEALTH AND SAFETY UPDATE, INCLUDING RISK ASSESSMENTS

The Headteacher said there are a few outstanding action points from the health and safety audit, she reported these are not impacting on safety within the school. She confirmed work to address these outstanding items are taking place either during the summer holiday or next financial year following receipt of the new budget.

The Headteacher said the health and safety checks by the LA with the roof contractors is taking place.

The Headteacher said the health and safety policy has been reviewed and shared on GovernorHub, she asked governors to read through in preparation for approving at the first autumn term full governing board meeting.

Govs/
FGB

FGB6/24-25/17 EQUALITY INCIDENTS REPORTED SINCE THE LAST MEETING

The Headteacher informed governors there have been two equality incidents and two racist incidents. The school have addressed any repeat issues through assemblies

FGB6/24-25/18 ARRANGEMENTS FOR CHAIR TO INSPECT SCHOOL RECORDS

The Chair said she will inspect the school records following transfer to the new SCR system.

FGB6/24-25/19 CONFIRM DATES AND TIMES OF FUTURE MEETINGS

The following meeting dates were agreed:

Autumn term 2025;

- FGB Standards – Wednesday 24th September at 4.00pm;
- FGB Business – Wednesday 3rd December at 6.00pm.

Spring term 2026;

- FGB Standards – Wednesday 21st January at 4.00pm;
- FGB Business – Wednesday 25th March at 6.00pm.

Summer term 2026;

- FGB Standards – Wednesday 6th May at 4.00pm;
- FGB Business – Wednesday 24th June at 6.00pm.

FGB6/24-25/20 CONFIDENTIALITY AND COMMUNICATION

It was **agreed** that two discussions in item 06 and 08 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 8.05pm

Signed by the Chair:

Date:

ACTION POINTS FROM THE MEETING

Ref	Action	Responsible	Outcome
03	Chair to contact M Yusuf to seek his intention regarding the governing board (currently non-attendance at meetings).	Chair	
04	Arrange a suitable date to hold a meeting with the SBM to analysis the 2025-2026 budget (working party, M Hanson, M Bold and J Pridmore). Reach out to teachers regarding wish list of resources. Look at collating pupil voice on Opal Play. Share information on educational visits with the Headteacher. Arrange a meeting with the SBM to review the school records.	M Hanson Chair Headteacher Vice Chair Chair	
07	Arrange a meeting to discuss the possibility of holding a meeting with parents regarding SEND transition for 2026-2027. Contact Chair with regards to gathering stakeholder views on the school vision.	Headteacher /Chair/Vice Chair Headteacher /Chair	
09	Circulate the draft PE and Sports Funding review document on GovernorHub for governors to read prior to uploading onto the school website (by 31 st July).	Headteacher /Governors	
11	Contact pay committee members regarding date for the pay committee.	Headteacher	

12	Share any specific slides relating to local picture from the in-house safeguard training with governors. Governors to complete the safeguard training through The Knowledge by the 24 th September full governing board meeting.	Headteacher Governors	
14	Draft an end of year impact statement and circulate to governors.	Chair	
16	Governors to read through the health and safety policy on GovernorHub for discussion/approval at the 24 th September full governing board meeting.	Governors	

Attendance at meetings for the 2024-2025 Academic Year						
Governor Name	Autumn 2024		Spring 2025		Summer 2025	
	FGB 25.9.24	FGB 4.12.24	FGB 22.1.25	FGB 19.3.25	FGB 14.5	FGB 25.6
H Yates, Chair	Y	Y	Y	Y	Y	Y
A Snelling, VC	Y	Y	Y	Y	Y	Y
M Bold	Y	Y	Y	Y	Y	Y
F Chauhan	Apols	Y	Apols	End of term of office		
E D'Agostino	Apols	Y	Apols	Apols	Resigned	
M Hanson	Apols	Apols	Apols	Y	Y	Y
R Harris	Apols	Y	Apols	Apols	Y	Y
S Khan	Newly appointed governor				Y	Y
G Morris	Newly appointed governor					Y
A O'Grady	Apols	Y	Y	Apols	Y	Apols
J Olpin	Y	Y	Y	Y	Y	Y
J Pridmore	Newly appointed governor					Y
L Wareham	Y	Y	Apols	Y	Apols	Y
M Yasin	Apols	Apols	Y	Apols	Apols	Y
M Yusuf	Y	Absent	Apols	Apols	Apols	Abs
L Paulson, HT	Y	Y	Y	Y	Y	Y