

Haydn Primary School Governing Board

Minutes of the summer term business governing board meeting held on Wednesday 14th May 2025 at 4.00pm

Membership (A denoted absence)	H Yates, Chair A Snelling, Vice Chair (left the meeting at 5.42pm) M Bold M Hanson (left the meeting at 5.50pm) R Harris S Khan A O'Grady J Olpin Apols L Wareham Apols M Yasin Apols M Yusuf L Paulson, Headteacher
In Attendance	D Harvey, Clerk to the governing board S Chadwick, School Business Manager

PRELIMINARIES

FGB5/24-25/01 APOLOGIES FOR ABSENCE

ACTION

The Chair welcomed everyone to the meeting and new co-opted governor, S Khan.

Apologies for absence received from L Wareham, M Yasin and M Yusuf, the governing board approved the absence.

FGB5/24-25/02 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.

FGB5/24-25/03 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).

There were no absences to consider.

Vacancy update

The Chair reported E D'Agostino has formally handed in his resignation.

The governing board duly co-opted J Pridmore and S Khan, and appointed G Morris as local authority governor. The Chair informed governors J Pridmore and G Morris were unable to attend the meeting and will join the governing board official from the next full meeting.

The clerk reminded governors of the requirement for new governors to have an enhanced DBS check within 21 days of their appointment.

<https://disclosureservices.com/dbs-checks-for-school-governors/>

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 14th May 2025 was correct, however would need updating with the addition of the newly appointed governors.

FGB5/24-25/04 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	Share a copy of the new PSP with governors.	HT	Copies shared on GovernorHub.
07	Suggest to the school council that they write to their councillor and design a poster to encourage responsible parking. Find out who to contact in community protection re parking.	HT	The Headteacher confirmed the school council are writing a letter to the Council and there has been positive communication on installation of 'parking buddies' outside the school, however details of installation have not yet been confirmed. The Headteacher said the school are promoting amongst pupils.
07	Make contact with the Councillor Adele Williams and invite her to come into school.	LW	The Chair confirmed L Wareham contacted Cllr Williams and she believes Cllr Williams will visit the school.
12	Invite three shortlisted governor applicants for an informal discussion with the Chair and Headteacher.	Chair	Completed
13	Arrange a finance meeting with Michael, Jacquie, Matt and Elton. Share the zero-base budget setting plan.	HT	The Chair said this meeting did not take place, she said the budget is an agenda item for the meeting.

Matters arising

None.

FGB5/24-25/05 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.

FGB5/24-25/06 CORRESPONDENCE ITEMS

From the Chair

None

From the Headteacher

The Headteacher informed governors J Grimshaw (teacher) is resigning from the end of the summer term. The Headteacher said he will be a significant lose for the school. The Chair confirmed a job advert is currently out, governors recognised there will be a gap in maths and computing leadership. **Governors asked, has the school had a good number of applicants.** The Headteacher said the school has had ten applications for the position, she said the school did not include ECT within the job advert.

From the Clerk

None.

SCHOOL PROGRESS

FGB5/24-25/07 REVIEW AND APPROVAL OF BUDGET FORECAST

The SBM said from the period 11 2024-2025 outturn, the predicted surplus was £80,000. The actual surplus at the end of year was £190,000. The SBM said predictions are based on a worst case scenario. The carry forward from the previous year was £231,000 and predicted would end year at £133,000.

The prediction for 2025-2026 is an end of year deficit of £14,000 meaning there is a financial overspend of £204,000.

A governor noted that staffing cost codes are down or broadly in-line when compared with the previous year, for example teaching costs is down £115,000, they queried why there would be a deficit budget based on the presented figures. The SBM said the support staff costs are higher than the previous year, along with additional expenditure increases on resources and key services. The SBM said last year the school received £13,000 for miscellaneous income, where she has input £1,100 for the year. She said income is underestimate with the purpose of preparing a worst-case scenario budget.

Governors asked is the school receiving less income than the previous year, the SBM said she will source this information.

A governor asked, if the school is running at a £200,000 in-year deficit, where does this leave the school next financial year and beyond. The SBM said this leaves the school in a vulnerable position, she noted there may be potential solutions to this, for example, there are several teachers at the top of pay scale and three of them may potentially retire. She said if that is the case, the school can look at recruiting teachers who are on a lower pay scale. Governors expressed concerns that the school is spending more than income received. Governors noted the predicted expenditure is less than the previous year.

The SBM said the supply costs were significantly overspent last financial year, (£98,000), this year the school have set £40,000 for supply costs.

The SBM recognised there could be additional income for the year within the financial year.

The meeting discussed catering costs and the unpredictable nature of estimating costs, as SAAF have recommended increasing costs from last year by £20,000 to £129,000. **Governors asked are all families who are eligible to access pupil premium doing so.** The Headteacher said the school remind parents and the school likely has nearly full uptake.

The meeting discussed voluntary contributions for school trips and how the school

The SBM has submitted the 2025-2026 budget to the local authority, she has made the finance team aware of the deficit position. **The governing board agreed the presented 2025-2026 budget.**

It was agreed M Bold, M Hanson and J Pridmore would meet with the SBM to analysis the 2025-2026 budget and three-year forecast in greater detail. The Chair informed governors J Pridmore is an accountant and having these skills will be a valuable checking system for the governing board.

M.B/M.
H/J.P

The meeting discussed sourcing resources through external providers and charitable companies, in particular targeting subject leader wish list. **The Headteacher agreed to action.**

HT

FGB5/24-25/08 POLICIES FOR REVIEW/APPROVAL

There were no policies for review.

FGB5/24-25/09 UK GDPR

There were no GDPR updates to present.

FGB5/24-25/10 STANDARD ITEMS

Virements – none;

Write-offs and disposal of surplus stock and equipment – none;

Building maintenance, the SBM said the school is having a new roof over KS2 section of the school, the scaffolding is being installed May half-term and the roof work is beginning 9th June. She explained the local authority H&S team will sign off the scaffolding installation/plans. The SBM said access will remain from the Haydn Road entrance, **in response to a question on completed timeframe**, the SBM said total planned work is nine weeks. Governors recognised there will be disruption to classes during the building work. Governors recommend sourcing a timetable of work from the contractors as this would better allow the school to set appropriate plans.

A governor asked, is the school securing additional insulation as part of the work. The SBM said she has gone to the Council regarding this, along with solar panels, grass roofs, etc and the Council have their plans and budget. The SBM she will ask for the specs at the next site meeting.

Review audit reports and implement recommendations – health and safety audit report shared on GovernorHub, the SBM said there were 34 actions/recommendations of which 23 have been completed, the remaining are subject to budgets and sourcing work.

A governor noted the state of the stockrooms was raised, they asked is there any piece of work that needs to be carried out to improve the situation and make sure it does not happen. The

Headteacher and SBM confirmed the storage room has been organised.

A governor raised concern around the circular saw, identified as medium risk and required a risk assessment. The SBM said the Site Manager is under instruction to not use the circular saw. Governors discussed the issue of bringing power tools onto site, the SBM said the equipment has been PAC tested, it was **agreed** J Olpin would follow this up with the SBM and see what risk assessment was in place.

J.O

GOVERNOR REPORTS

FGB5/24-25/11 GOVERNOR TRAINING AND DEVELOPMENT

The clerk informed governors that training was available to view and book directly on GovernorHub and detailed on the front page of the Governors Report booklet. Details of training available were also included at the end of the agenda.

J Olpin completed governor attendance training through GovernorHub.

FGB5/24-25/12 REPORTS FROM GOVERNOR MONITORING VISITS

The Headteacher said a number of subject audit sessions are coming up within the term, she encouraged governors to attend where possible.

The Vice Chair said she visited to view the implementation of Opal Play, she said the play observed was very positive and pupils were interacting with each other and the equipment available. The Vice Chair asked if there had been any comments from parents regarding 'messy play', too which there has been no comments from parents.

The Chair noted there has been pupil voice gathered on Opal Play, she asked for this feedback to be shared with governors. **The Headteacher agreed** to action. A staff governor commented, in the previous week the school had one day where Opal Play was not used and the behaviour challenges re-surfaced.

HT

M Hanson, continue regarding maths and computing leader leaving, in anticipation of SATs and moving into school improvement plans for next year, there has been conversation on raising the profile of maths, with the purpose to make sure there remains a focus in maths and keep making improvements.

Discussion on computing re-fresh and update of equipment, **M Hanson recognised there could be a challenge that staff come to J Grimshaw regarding ICT issues and who will they go to moving forward.** The Headteacher said the staff will be encouraged to call upon Schools IT and will start this process for the second summer half-term. The Headteacher said the cost of having a technician come into school is prohibitive. **A governor asked, is there anyone among the staff team that can step into that role.** The staff governor confirmed there is a staff member with a computing degree who can step into that supportive role.

M Hanson, continuity of ICT software and making sure there is a continuing uptake among staff members. The Headteacher said J Grimshaw will continue working on this for the rest of term.

M Bold said during a conversation with the Science Lead, AI was raised and using AI to implement and support teachers with workload. A staff governor noted there are numerous AI tools available for teachers. The meeting discussed the impact of using AI within the school.

M Bold said there were discussions on sourcing science equipment and scientists to visit the

school. **The Vice Chair agreed** to contact PGS and Wollaton Hall. Governors recommended other organisations to approach for equipment and visitors. The Chair recommended making links with the secondary schools, as they have equipment available to them. Vice Chair

J Olpin, update on staff wellbeing and looking at SEN structure provision. The current plan is having specialist SEN provision in the morning and then move into classrooms for the afternoon. There was a conversation of staff feeling valued.

Pupil attendance is 96% which is positive, the school target is 97%.

Discussion on improving teacher knowledge around attendance and raising profile that attendance is a whole school responsibility. The Headteacher said the staff team have embraced that attendance is everyone responsibility. The use of Class Dojo has supported with this.

The Headteacher informed governors, teachers have been offered the flexibility to take PPA at home.

REPORTS TO GOVERNORS

FGB5/24-25/13 LOCAL AUTHORITY REPORT AND DFE GUIDANCE

Safeguarding reforms to the EYFS framework, September 2025

In October 2024, the DfE published its consultation outcome on proposed safeguarding reforms to the Early Years Foundation Stage Framework (EYFS).

From September 2025 the EYFS safeguarding requirements will be strengthened in the following areas:

- Safer Recruitment;
- Paediatric First Aid;
- Children's Absences;
- Safeguarding training;
- Whistleblowing;
- Children's Privacy;
- Safer Eating Practices.

The changes governors need to be aware of are detailed under the above headings in the report.

Action for governors:

- To be aware of the changes that are planned for implementation in September 2025;
- For the changes to be monitored as part of usual governor monitoring activity;
- Monitoring to be undertaken by the safeguarding governor, EYFS governor or both.

A further governors report on the EYFS Reforms will be written for the autumn term offering advice on the monitoring of the changes.

Useful links:

[EYFS framework](#)
[consultation outcome](#)

The Vice Chair regarding volunteers coming into school and required to read and sign they have read the safeguarding documentation, she asked is there a requirement for volunteers to re-read every year. The Headteacher said there is no requirement, however implementing this annually. **The Vice Chair asked do you have volunteers who come in year on year,** the

Headteacher said there are, and this would apply to them.

Governors noted the report.

Determined admission arrangements for Nottingham City community schools, 2026-2027

The purpose of this report is to inform governors of the determined admission arrangements for the school year 2026/2027 that have been formally determined by the Local Authority, as the admission authority for community schools. The determined arrangements and admissions criteria are outlined in the report and have now been adopted into the final determined policy (appendix to the report).

The following changes were proposed and approved;

- Increase Secondary Preferences: Increasing of the number of preferences for secondary school applications from 4 to 6. This change aims to improve the likelihood of parents securing a preferred school and streamline the admissions and appeals process, reducing the need for late applications and staggered appeals.
- Extend Waiting List Closing Date: An extension to our in-year waiting lists, currently closing at the May half term, to the end of June. This allows families, especially those moving into the area late in the academic year, more time to secure a school place, ensuring schools understand their obligations and reducing last-minute admissions. Admission to the new academic year would apply to all applications received 1st July onwards.
- Introduce Year 6 Waiting List: Introducing a Year 6 waiting list to reduce the need for weekly reapplications, particularly benefiting vulnerable families and those with language barriers for whom the current system is difficult to navigate. This change aims to promote equity and ensure more children secure school places. We will continue to make parent/carers aware of the potential impacts of moving children during Year 6.

Action for governors

Governors are recommended to:

- Note the determined admissions arrangements and oversubscription criteria for 2026/2027 set out in the report;
- Note the changes to the arrangements;
- Note the published admission number for their own school set out in the table included;
- Note the timelines for the co-ordinated admissions process;
- Ensure that this information appears on your school's website during the 2025/2026 and 2026/2027 school years.

Governors noted the report.

FGB5/24-23/14 NST REPORT (for information only)

The NST report had been uploaded to GovernorHub.

A governor asked, with the CEO's leaving, will this impact the schools payroll as they are no-longer seconded through the school. The Headteacher said this has been actioned and the new temporary CEO is appointed directly through the LA.

CONCLUDING ITEMS

FGB5/24-25/15 SAFEGUARDING AND CHILD PROTECTION

The Headteacher said the school received a full NST audit, she has asked whether the school would have another one of these and at this time there is not one further coming. The school is

required to complete the local authority safeguarding audit by July 2025, she said it is a positive external check to undertake. An internal safeguarding audit is arranged for 4th June.

The school uses MyConcern to log incidents, all staff and governors have completed the necessary safeguard training. The school has five DSL's, with one of these being the EYFS DSL. The Headteacher said the four DSL's meet weekly and those meetings are minuted and logged on MyConcern. The purpose of this is a checking and confirmation tool for the DSL team.

The Headteacher said the staff team are amazing, she explained that all information/incidents are recorded on MyConcern and the reporting is currently the strongest and consistent as it has been.

The dates for whole school safeguard training are being arranged, governors were encouraged to attend.

The office and reception hold a list of parents/adults who are not allowed to pickup associated children from school. The Headteacher said this is to inform governors that strategies are in place.

The next DSL network session is 20th May.

The Headteacher confirmed the Single Central Record is reviewed regularly.

The ethos and values are constantly revisited with pupils, with the purpose to make sure they feel safe and happy within school.

The Headteacher updated governors on safeguarding numbers within the school, drawing governors to a pie chart of data. The Chair commented for governors it is important to understand where the greatest concerns are and where are the emerging issues, this would then inform governor challenge and support.

FGB5/24-25/16 HEALTH AND SAFETY UPDATE, INCLUDING RISK ASSESSMENTS

Discussed earlier in the meeting.

FGB5/24-25/17 EQUALITY INCIDENTS REPORTED SINCE THE LAST MEETING

The Headteacher said there has been one equality incident, which is one pupil using racist language. **A governor asked, was the language used with intent.** The Headteacher feels the word is used to provoke a reaction, she is unsure on whether they understand the intent of language.

FGB5/24-25/18 ARRANGEMENTS FOR CHAIR TO INSPECT SCHOOL RECORDS

The Chair agreed to inspect the school records, including the Single Central Records, it was **Chair agreed** to complete visit early second summer half-term.

FGB5/24-25/19 CONFIRM DATES AND TIMES OF FUTURE MEETINGS

The following meeting dates were agreed:

Summer 2025;

- FGB Standards – Wednesday 25th June at 6.00pm.

FGB5/24-25/20 CONFIDENTIALITY AND COMMUNICATION.

It was **agreed** that no items 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

Ref	Action	Responsible	Outcome
07	Meet with the SBM to analysis the 2025-2026 budget and three-year forecast in greater detail. Collation subject leaders wish list of resources, to see if items can be sourced through charitable means.	SBM/MB/ MH/JP Headteacher /Governors	
10	Work with the SBM to review the risk assessments linked to the SBM power tools bought on site.	J Olpin	
12	Share pupil voice feedback on Opal Play. Contact PGS and Wollaton Hall regarding educational visitors coming to the school.	Headteacher Vice Chair	
18	Inspect school records, including review of the Singel Central Records.	Chair	

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	
H Yates, Chair	Y	Y	Y	Y	Y	
A Snelling, VC	Y	Y	Y	Y	Y	
M Bold	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	
R Harris	Apols	Y	Apols	Apols	Y	
S Khan	Newly appointed governor				Y	
G Morris						
A O'Grady	Apols	Y	Y	Apols	Y	
J Olpin	Y	Y	Y	Y	Y	
J Pridmore						
L Wareham	Y	Y	Apols	Y	Apols	
M Yasin	Apols	Apols	Y	Apols	Apols	
M Yusuf	Y	Absent	Apols	Apols	Apols	

L Paulson, HT	Y	Y	Y	Y	Y	Y		