

Haydn Primary School Full Governing Board

Minutes of the autumn term governing board meeting held on 3rd December 2025 at 6.15pm, via MS Teams

Membership (A denoted absence)	Apols	Helen Yates, Chair Andrea Snelling, Vice Chair Michael Bold Matthew Hanson Shabina Khan
	Apols	Andrea O'Grady Jacqueline Olpin James Pridmore
	Apols	Manisha Yasin
	Abs	Mohammed Yusuf
	Apols	Gemma Morris
	Apols	Lucy Wareham Lisa Paulson, Headteacher

In Attendance	Daniel Harvey, clerk to the governing board Sarah Chadwick, School Business Manager
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PRELIMINARIES

FGB2/25-26/01 WELCOME AND APOLOGIES FOR ABSENCE

ACTION

In the absence of the Chair, the Vice Chair agreed to Chair the meeting.

Apologies for absence received from H Yates, A O'Grady, M Yasin, G Morris and L Wareham, the apologies were approved.

There were no apologies for absence received from M Yusuf.

FGB2/25-26/02 DECLARATION OF INTEREST, RENEWAL OF BUSINESS INTEREST, ANNUAL DISCLOSURE STATEMENT AND GOVERNORS CODE OF CONDUCT

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.

FGB2/25-26/03 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 Headteacher informed governors a staff governor has been elected and will start spring term 2026.

End of terms of office

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

GIAS update

The SBM checked the governance information on Get Information About Schools (GIAS) in advance of the meeting and reported the details were correct.

FGB2/25-26/04 MINUTES OF THE LAST MEETING

Minutes of the meeting held on 24th September 2025, a copy of which had been uploaded to GovernorHub for review, were taken as read, confirmed and would be electronically signed by the Chair.

Action points

Ref	Action	Responsible	Outcome
02	Governors confirmed they will read, complete and electronically sign all annual declarations by 18th Nov 2025	Governors	Reminder sent on Gov Hub 18.11.25 and ongoing action.
	All safeguarding training is completed and certificates to be sent to the office.	Governors	The SBM confirmed the safeguarding training is up to date.
03	Update GovernorHub to reflect current governing body membership.	Clerk	Completed.
	A staff election to be organised to seek staff governor nominations.	Chair	Action completed.
05	Add topic of PE and Sports Funding review to next meeting	Clerk	Completed – on agenda.
08	Governors to read the audit reports available on GovernorHub.	Governors	Governors confirmed they have read the audit reports on GovernorHub.
	RSHE Statutory Governance review of non-statutory items	Chair and S Khan	Ongoing.
09	Action to source training for governors to interpret the comprehensive data.	Chair	Not completed.
	Headteacher to prepare a set of data showing trends over time for one class to allow governors to see	Headteacher	The Headteacher said this will be presented at the next meeting.

	trends over time by gender. Add multiplication to maths action plan with recommendations on interventions to take forward.	J Pridmore	J Pridmore said he emailed the maths lead and multiplication is part of the maths action plan.
11	Chair to request appraisal governors for Headteacher appraisal on 11th November 2025.	Chair	Appraisal date moved to December, the Headteacher confirmed the meeting on 9 th December. The Headteacher noted the Chair was originally scheduled to attend, however is unable and therefore a secondary governor will be required to support M Bold.
13	Health & Safety Policy – governors requested to submit comments, comprehensive review of comments then required. Risk assessments to be checked. Pay policy and safeguarding policy –governors to approve on GovernorHub. Requirement for safeguarding training to be completed by all governors.	Governors L Wareham Governors Governors	Completed. Completed. Confirm in meeting.
25	All governors to complete Cyber Security training.	Governors	Ongoing action to be completed by end of autumn term.

Matters arising

There were no matters arising to report.

FGB2/25-26/05 CHAIR'S OR VICE CHAIR'S EMERGENCY ACTION SINCE LAST MEETING

The Chair reported an external temporary governor panel meeting held in September undertaken using emergency authority.

FGB2/25-26/06 CORRESPONDENCE ITEMS

Chair – none.

Headteacher – the Headteacher informed governors the Chair had resigned as Chair and governor on the governing board. The Headteacher said she spoke to the Chair and since then she has reflected on her position and would like to have a break for a term and consider her position at the end of the spring term. **The Headteacher asked for governors for their viewpoints**, governors felt this would be a reasonable position to support, noting the experience the Chair has as a governor.

The clerk noted in the interim the Vice Chair would step into the position of Chair on a temporary basis and recommended appointing a Joint Vice Chair to support the Vice Chair in the interim. **It was agreed to share** this information with the wider governing board and ask for governors to nominate themselves by 12th December 2025.

HT/VC

The Headteacher informed governors the Chair received a complaint, which has been escalated to stage two and therefore would require a panel. The Headteacher said there are three possible dates, 12th December at 9.30am or 1.00pm and 16th December at 9.30am.

Clerk – none.

SCHOOL PROGRESS

FGB2/25-26/07 RECEIVE OUTTURN REPORT

The SBM shared the period 7 outturn report, the predicted end of year surplus is £13,868, the predicted year end was a deficit of £14,627. The SBM said she has compiled a comparison of outturns from previous years, and each year shows the end of year surplus is always greater than the projected surplus.

The analysis shows, of the projected vs actual the differences vary year on year and this is due to unpredictable funding received through the DfE and LA. The SBM said the school is not required to complete a monthly outturn report as the school is not deemed at risk. The SBM said she is monitoring the budget closely, she acknowledged however that staff costs accounts for 95% of expenditure. Governors heard the end of year surplus supports with covering these costs for the next year.

The SBM said this raises a question to the long-term sustainability, she commented three TAs are on temporary contract and two TAs are on parttime timesheets and therefore can be removed from the staff structure.

The Headteacher said moving forward she is going to have to review other school staffing models, especially against schools of a similar size. The school is loathed at jeopardising the standards at the school through reducing staff numbers. Governors noted the original budget was agreed on a conservative basis and through the data presented by the SBM, is extremely difficult to predict future budgets.

Governors asked what elements are driving the variances throughout the year, aware of staff costs, however there are changes due to supply staff. The Headteacher said managing sickness and absence is challenging, the school are trying where possible to cover absence internally, however, becomes challenging covering three or more absences within a day. The Headteacher said she wants to support with staff wellbeing and this can be done through getting supply staff in, so the staffing team are not overworked.

Governors noted the school receive absence cost cover through insurance, however, are the current absences falling outside the absence cover premium. The Headteacher noted it does vary and it is a challenge to know what is claimable.

Governors asked, can the claimable amount be included within the forecast report, noting that it will not cover the full supply staff cost, however, will cover an amount of this. The Headteacher said this would be something that could be seen as it would provide an accurate picture when conducting projections.

A governor asked, has there been any work on the other cost codes to consider additional income avenues or savings that could be made. The SBM said she reviews these line by line, for example the lunchtime nursery provision would be fully funded by attendees, however this is not happening therefore the income would be considerably less. **A governor asked, are parents encouraged to**

stay for lunch, therefore receiving income.

A governor asked, if parents are taking child out during lunchtime, does that mean staff are not required during that time. The Headteacher said unfortunately that is not the case, as the plan was for lunchtimes to be covered by existing staff members.

A governor asked are staff made aware of the cost implications of absence. The Headteacher said staff are aware of the impact, she commented there is a need for the school to be more formal with the process.

The SBM said the school has a very expensive staffing team, with majority of teachers at the top of the upper pay range and TAs are the top of their scale. Looking at redundancies, the school is in a unique position as the staff number for the size of the school is relatively low.

The Vice Chair commented it is a matter of monitoring the situation, reviewing the outturn reports and identifying areas to make savings.

The SBM drew governors' attention to an executive summary, noting the revenue expenditure has increased by £613,683 over six years. The pay awards are not fully funded, meaning the cost falls upon the school. **A governor asked, have NST developed a policy or guidance on the current financial position.** The Headteacher commented there is a considerable change taking place within NST and ultimately will need to see how the new CEO drives and moves the NST forward. Therefore, their plan on managing/monitoring budgets at this moment is unknown.

The Headteacher said the school are developing a climate action plan and feel the school need more funding to support with initiatives and more guidance as cost of sustainable items is significantly higher than non-sustainable items. The Headteacher said there is a need for a shift in culture to reuse items and not need brand-new all the time.

FGB2/25-26/08 PUPIL PREMIUM AND SPORTS PREMIUM UPDATE

The Headteacher said the sports premium report has been shared on GovernorHub. Governors confirmed receipt and have read through the report. There were no further questions.

The Vice Chair commented the swimming outcomes were impressive, the Headteacher said the outcomes are something to be very proud of, governors acknowledged a good proportion of children are learning to swim outside of school.

The Vice Chair asked, regarding all teachers being integrated into teaching gymnastic and dance. The Headteacher said staff do not have to do too much of that teaching due to having external support, which is the perfect balance for teachers.

FGB2/25-26/09 GUIDANCE AND POLICIES FOR REVIEW/APPROVAL

The governing board approved the complaints policy barring a couple of amendments.

A governor asked, can a complaint be submitted via email as it does not specifically state that within the policy. The Headteacher said complaints are directed to the school office and can include an email for the office team within that section of the policy.

FGB2/25-26/10 UK GDPR UPDATE

The SBM drew governors' attention to her GDPR report, in October 2025 there was some training delivered through NST. The SBM said a health check was completed, supported by secondary SBM

from a school within NST. Following completion of the health check, an action plan has been developed, with timelines for completion.

The SBM reported there have been four breaches and one near miss, with the learning from these cascading to staff at the termly training.

There have been two subject access requests, one from a current parent and an ongoing one from an ex-parent.

A governor asked, do staff take equipment home, the SBM confirmed they do and there is a standard procedure to follow, for example taking work/documents in blue bags. A governor recommended including that within the blue bag section on the action plan.

Governors noted the school holds significant information on staff members, the SBM said every year the school share with individual staff the information the school holds, and staff are required to sign to confirm accuracy.

The meeting discussed the impact of AI and being aware of the potential risks.

The meeting discussed parents being able to change information on Arbor and whether a notification is sent through to the school.

It was **agreed** governors would read and review the DPO report and bring any questions or **Govs** comments to the SBM by 5th January 2026.

FGB2/25-26/11 STANDARD ITEMS

Requirements – none to report.

Write-offs and disposals or surplus stock and equipment – none to report.

SFVS arrangements – arrangements to be made in spring term 2026;

Health and safety, building maintenance – the KS2 roof has been completed, there is internal work on the hall roof during half-term. The annual health and safety inspection is due January 2026. There has previously been a conditions report completed by the DfE, the recommendations are being reviewed.

The SBM said there is a need to look at windows in the Annex as this need replacing/updating. Recognising the building is a listed building. **Governors asked is it worth having a conversation with the conservation officer to know what acceptable work could be conducted.** The SBM agreed to **SBM** action.

Review audit reports and implement recommendations.

CONCLUDING ITEMS

FGB2/25-26/12 SAFEGUARDING AND CHILD PROTECTION INCLUDING AN UPDATE ON THE ANNUAL SAFEGUARDING AUDIT

The Headteacher said an internal safeguarding audit was completed week commencing 24th November 2025, the outcomes will be shared at the first spring term governing board meeting. The actions from the previous audit have been addressed, including a survey on the knowledge of support staff with the purpose of understanding their role relating to safeguarding.

Spring
FGB

The Headteacher said checking computer planning has online safety is built into the action plan.

The Headteacher said DSL's have completed DSL refresher training, she said DSL's are required to complete refresher training and attend briefing sessions.

There has been a review of the administrating medication and the paperwork associated with that, the changes will be shared on the school website.

The Headteacher updated governors on changes within the safeguard numbers.

FGB2/25-26/13 HEALTH AND SAFETY UPDATE

Nothing further to report.

FGB2/25-26/14 EQUALITIES INCIDENTS REPORTED SINCE THE LAST MEETING

The Headteacher said there has been four equality incidents, three child-on-child and one of them a racist incident. The Headteacher assured governors each incident has been dealt with.

A governor asked, what is the difference between child on child and racism, the Headteacher said a racist comment can be made without being directed towards a specific child. Child on child is usually physical or sexualised behaviour towards another pupil.

FGB2/25-26/15 ARRANGEMENTS FOR CHAIR OR DESIGNATED GOVERNOR (Health and safety governor) TO INSPECT SCHOOL RECORDS

The SBM confirmed the records were checked 14th October.

FGB2/25-26/16 CONFIRM DATES AND TIMES OF FUTURE MEETINGS

The following meeting dates were agreed:

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.

FGB2/25-26/17 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 8.15pm

Signed by the Chair:

Date:

ACTION POINTS FROM THE MEETING:

Ref	Action	Responsibility	Outcome
06	Share information regarding a Joint Vice Chair position with governors by 12 th December.	Headteacher and Vice Chair	
10	Read and review the DPO report and bring any questions or comments to the SBM by 5 th January 2026.	Governors	
11	Conversation with the conservation building support to get confirmation on building work that can be undertaken.	SBM	
12	Outcomes from the internal safeguarding audit to be shared at the spring term full governing board meeting.	Headteacher/ agenda item	

Attendance at meetings for the 2025-2026 Academic Year						
Governor Name	Autumn 2025		Spring 2026		Summer 2026	
	FGB 24/09	FGB 03/12	FGB 21/01	FGB 25/03	FGB 06/05	FGB 04/06
Michael Bold	Y	Y				
Mathew Hanson	Y	Y				
Shabina Khan	Apols	Y				
Andrea O Grady	Y	Apols				
Jaqueline Olpin	Y	Y				
James Pridmore	Y	Y				
Manisha Yasin	Y	Apols				
Helen Yates, Chair	Y	Apols				
Mohammed Yusuf	Apols	Abs				
Gemma Morris	Y	Apols				
Andrea Snelling, VC	Y	Y				
Lucy Wareham	Y	Y				
Lisa Paulson	Y	Y				