

Haydn Primary School Governing Board

Minutes of the summer term governing board standards meeting held on Wednesday 20th May 2026 at 4.00pm

Membership (A denoted absence)	Apols	Helen Yates, Chair – currently on extended leave Andrea Snelling, Vice Chair – acting Chair for the interim Michael Bold Andrea Clark Emily Green Matthew Hanson Shabina Khan Andrea O’Grady Gemma Morris Jacqueline Olpin James Pridmore
	Apols	Manisha Yasin
	Apols	Mohammed Yusuf - Currently on extended leave Lisa Paulson, Headteacher
In Attendance		Daniel Harvey, Clerk to the governing board Sara Chadwick, School Business Manager

PRELIMINARIES

FGB5/25-26/01 APOLOGIES FOR ABSENCE

ACTION

The Vice Chair welcomed everyone to the meeting.

Apologies for absence received from H Yates, M Yasin and M Yusuf, the governing board approved the absence.

FGB5/25-26/02 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.

FGB5/25-26/03 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

There were no vacancies to report.

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 A Snelling term of office was due 30th June 2026. A Snelling informed governors that she would be stepping down as governor at the end of the academic year.

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 20th May 2026 was correct.

FGB5/25-26/04 MINUTES OF THE LAST MEETING, ACTIONS AND MATTERS ARISING

Minutes of the meeting held on 25th March 2026, 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
01	Headteacher to contact HY	Headteacher	The Headteacher confirmed she contacted H Yates and she would be ready to return autumn term 2026 and has agreed to meet with H Yates first week back in the summer term 2.
07	SMB to source some cleaning quotes.	SBM	Action completed
07	NST funding ideas to be reviewed.	HT/JO	The Headteacher shared details of available funding streams via GovernorHub, following information provided by the Trust to support schools in identifying potential funding opportunities. Governors discussed whether there was capacity within the governing board to review these streams. J Olpin confirmed that they had reviewed the Trust documentation and identified several opportunities to explore further, including schemes such as Tesco Tokens, which require a submitted proposal outlining intended use. The Headteacher confirmed that the school has previously been successful in securing funding through Tesco Tokens and similar initiatives. A governors suggested that it would be helpful for governors to have a

			clearer understanding of the school's priorities in order to target funding applications effectively. In response, the Headteacher identified key priorities, including the need to replace iPads, which represent a significant cost, as well as improvements to the sound systems in the school hall and dining hall. Governors recommended the development of a structured "wish list" of required items, particularly to highlight equipment that needs replacing. This aligns with findings from a recent ICT monitoring visit, which identified several areas requiring attention. The Headteacher added that staff laptops are also in need of updating. The School Business Manager (SBM) reported that the Site Manager has already addressed one issue relating to a speaker and has obtained a quote for further work, although costs were higher than anticipated. In relation to ICT provision, the SBM confirmed that Schools IT has carried out a review of existing equipment and provided recommendations for replacements and repairs. It was noted that £5,000 has been allocated within the budget for ICT improvements. Governors agreed that it would be beneficial to have a comprehensive and prioritised wish list. An action was therefore set for the Headteacher and SBM to compile and present this list to support future funding opportunities.	HT/SBM
09	Budget approval to be added to next FGB agenda.	Clerk	Agenda item.	
	Finance meeting to be convened to review budget.	SBM/Chair	Agenda item.	
09	SBM to review the staff insurance quotes in more detail and feed back to governors.	SBM/Chair /HT	Action completed.	

	Agreement needed by 13 th April 2026.		
09	Wellbeing service to be included in staff briefing.	SBM	Action completed.
10	Review if report available re 2 contacts per child.	HT	Action completed.
11	SFVS approval by 31 st March 2026.	SBM/Chair	Action completed.
12	GDPR checklist to be issued and agenda item to be added to FGB.	Clerk	Next full governing board agenda item.
15	Forward schedule of training dates to be requested.	Clerk	Training dates shared.
17	HT to review new gate railing requirements.	HT	The SBM said this has been put forward to the LA and it has been flagged as urgent with the LA.

Matters arising

No matters arising from the meeting.

FGB5/25-26/05 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.

FGB5/25-26/06 CORRESPONDENCE ITEMS

From the Chair

None to report.

From the Headteacher

Two pieces of correspondence, SENCo has resigned and will be leaving at the end of summer term and Assistant Headteacher (working two days a week) will be retiring at the end of summer term.

The Headteacher said the school will be looking at internal applicants for the SENCo position.

Governors wished to record their thanks to both members of staff for their commitment and support of the school.

From the Clerk

School Uniform Policy

In the autumn term a report was presented to governors to inform from September 2026 the school uniform policy is a statutory requirement. The policy must ensure:

- It is appropriate for the school's context.
- It is implemented fairly across the school.

- It takes into account the views of parents/carers and pupils.
- It offers a uniform that is appropriate, practical and safe for all pupils.
- It is publicised on the school website and includes information on access to secondhand uniform through a school shop, the PTA offer, or parent contribution through social media, for example, Facebook.
- The school's uniform supplier arrangements give the highest priority to cost and value for money, through a re-tendering contract process at least every five years.

The Headteacher said the school has a school uniform policy and it has currently gone through consultation with parents regarding having an active uniform and currently trialling it for this year. The school have a relaxed and active uniform approach and therefore want to formalise the approach.

Holiday activities and food programme

A briefing document has been uploaded to GovernorHub to inform governors of the HAF programme.

Fifty-four venues across the city will be offering activities such as ice skating, gardening, sports, dance, drama, bouldering, cycling, coding, swimming, trips out and circus skills.

Up to 15% of the Department for Education allocation will be used to support children who face vulnerabilities not captured by FSM eligibility. This enables schools and services to widen access for children who may benefit from safe, enriching holiday provision but do not meet the standard criteria.

Schools should:

- Plan to display the HAF promotional posters that will be sent to schools ahead of the summer programme;
- Have clear processes in place to actively promote the HAF programme to eligible families;
- Have completed the electronic form (to be issued on 20th April) confirming the school's single point of contact for HAF and providing details of any pupils the school wishes to nominate for discretionary HAF funding.

SCHOOL PROGRESS

FGB5/25-26/07 HEADTEACHER'S REPORT TO GOVERNORS INCLUDING AN UPDATE ON STAFFING ARRANGEMENTS FOR 2026/2027

Governors confirmed receipt of the Headteacher report prior to the meeting, **the Vice Chair invited governors to ask any questions.**

A governor asked, regarding the wellbeing group notes, they asked for clarification on the issues raised by staff. The Headteacher agreed to get this information and share with governors.

HT

Governors recognised that attendance is positive, the Headteacher said it is positive, however we continue issuing notices of fines and feel it is not having the necessary impact. The Headteacher said there are changes, second time will be fined more and a third time within a set time period will be considerable cost and could go to court. A governor noted that a third issue could impact a parents DBS, they feel the key points with

A governor commented within the Headteacher report, there is a mention of sustainability

plan, they asked can governors receive a copy of that. The Headteacher agreed to share the sustainability plan, she explained the plan is mostly finished and she has put a significant amount of work into the plan. She said she met with climate action ambassador to consider the medium and long-term goals. It was **agreed Sustainability plan** would be an agenda item for the next full governing board meeting.

HT

FGB

Governor mentioned about school trips and Year 2 appear to have less school trips than other, the Headteacher said she is aware of this and they have three trips planned for the year.

Governor noted within the report it talks about support for disadvantage pupils and needing more support in maths, they asked has the school received that support. The Headteacher said maths leads has not met with Jane Gill recently, she is aware they are due to conduct a maths audit this term.

A governor noted within the report there was an action reference from the autumn term to raise attainment for pupil premium in EYFS, however there is no mention of this in the spring update, they asked has there been any changes. The Headteacher said she is aware the EYFS leads and pupil premium lead are working together and, in particular, the pupil premium lead focused on driving attainment. It was recognised there has been a piece of work on 'unpicking' the F2 cohort. The Headteacher said historically there has and continues to be a focus for pupil premium, and the school have looked closely at the lowest 20% within the school. A staff governors said in EYFS a lot of the interactions are in the moment and it is difficult to have that explicit intervention/support, etc. The Vice Chair commented that it was a matter of ensuring the points raised in the autumn term are followed through and can evidence a thread.

A governor asked whether the comments 'commitment to developing and teaching at Haydn and ensuring that it remains at least good over time' is ambitious enough for the school. The Headteacher said it must minimum remain good, governors queried whether that statement is inspirational enough. The Headteacher said she will look at that statement.

The Headteacher's report was received with thanks.

FGB5/25-26/08 BUDGET 2026-2027 APPROVAL

The SBM informed governors that the budget has been uploaded to GovernorHub, with a recent update added. She advised that she is currently awaiting clarification on the staff pay award. The original budget assumptions included a 4% increase for teachers and 3% for support staff; however, Schools Finance have since revised this to 2.1% for teachers and 3% for support staff. The SBM confirmed that the budget has been developed with support from the Head of Schools Finance. She is also awaiting confirmation of the 2025–2026 carry forward, currently predicted at £75,000. Based on this, the school is forecasting an end-of-year deficit of £106,570. The SBM advised that the local authority is aware of the school's financial position and has recommended that further budget review takes place to identify additional savings.

In relation to staffing, the SBM explained that the structure has been carefully considered to ensure staff deployment is closely aligned to pupil need. The supply budget has been significantly reduced, with the intention that the staffing budget will provide greater stability. The Headteacher noted that the IDSR highlights higher levels of staff absence compared to national benchmarks, a trend that has persisted over several years. **In response to a governor's question,** the Headteacher explained that absences are generally for legitimate reasons and are not typically short-term. The school makes efforts to cover absences internally where possible;

however, this is not always feasible, and insurance arrangements do not fully cover supply costs. **A governor queried the value of staff absence insurance, noting that the school pays approximately £30,000 but only receives around £10,000 in returns, suggesting this may require further review.**

The SBM confirmed that monthly budget monitoring (outturn reports) will be implemented, with governors receiving regular updates. She added that she has reviewed all budget lines and feels it will be extremely challenging to reduce expenditure further. Governors acknowledged a gradual decline in the school's surplus over time. The SBM noted positively that the school is working closely with Schools Finance to manage the situation.

In response to a question regarding deficit budgets, the SBM explained that if a deficit is set, the Schools Finance team will require the school to produce a three-year deficit recovery plan, which may include consideration of redundancies. The Headteacher added that funding allocations have changed in recent years, alongside shifting pupil needs.

Governors queried whether any accumulated deficit would need to be repaid. The SBM advised that the deficit would continue to increase if not addressed. The Headteacher noted that three members of staff are currently on temporary contracts, meaning that a reduction in staffing could be achieved without immediate redundancies if required.

A governor asked about baseline staffing levels. The SBM explained that additional staffing beyond the core structure is required to meet the needs of pupils with higher levels of need and to provide enhanced support.

The meeting also included discussion on pupil premium funding, with governors noting that the school's allocation is significantly lower than that of other local schools. Governors further recognised the financial pressures associated with a highly experienced teaching workforce and reiterated previous discussions about balancing this through the recruitment of Early Career Teachers (ECTs). The Headteacher confirmed that this approach is already in progress, with four ECTs currently employed at the school.

Attendance and staffing absence patterns were further discussed, particularly in relation to identifying where absence levels are highest across the school. Governors also considered EHCP funding, with the SBM noting a case where funding had been withdrawn despite ongoing need for support.

A governor asked about the requirement to provide a breakfast club from September 2026. The Headteacher confirmed that there is an expectation linked to pupil premium provision and that this is expected to be fully funded. **A governor queried whether this funding would be sufficient**, and the SBM clarified that schools may apply for additional funding to support breakfast provision.

Governors raised the cost of photocopying, which is budgeted at £20,000. The SBM confirmed that this includes leasing, paper, ink, and printing costs across five machines, with the school currently in year three of a five-year contract. **A governor commented that, as a parent, they receive a high volume of printed communication and suggested this could be reduced.** The SBM noted that discussions have taken place with NST regarding the use of Microsoft Forms to reduce reliance on paper communication. The Headteacher added that this is also linked to promoting cost efficiency and sustainability.

A governor queried an allocation of £1,000 for periodicals under administrative supplies. The SBM confirmed that this relates to books but acknowledged that it has been duplicated, as a further £2,000 is already allocated under learning resources. **She agreed** to remove the £1,000 from the administrative budget line.

SBM

Further clarification was sought regarding the recharge for building insurance and whether this relates to a specific school policy or a wider arrangement. The SBM advised that the documentation outlines the coverage but agreed to seek further clarification from the local authority.

The SBM concluded by advising that, should the governing board approve the budget, the Schools Finance team would formally request that a three-year deficit recovery plan be developed and presented. **A governor commented that there is currently limited visibility around staffing requirements and expectations. The Vice Chair suggested producing a document outlining the minimum staffing requirements for safe and effective operation, compared with the current structure. The SBM agreed** to compile this information to support future financial planning and decision-making.

SBM

The governing board approved the draft 2026-2027 tabled.

-S Khan left the meeting at 5.47pm-

FGB5/25-26/09 REVIEW PROGRESS AGAINST SIP AND SELF-EVALUATION PRIORITIES

Governors confirmed receipt of the School Development Plan. The Headteacher explained that progress across the plan has been RAG-rated to provide a clear overview of progress made during the year.

The Headteacher drew governors' attention to Area 3, specifically the action to reconsider all aspects of marking and feedback and to agree a consistent approach to 'live marking'. She explained that, at this stage, it had not been feasible to fully implement this review. As a result, the Senior Leadership Team (SLT) has agreed to revisit the marking policy in preparation for the next academic year.

The Headteacher informed governors that the School Improvement Advisor (SIA) has agreed to deliver training for both SLT and staff on pupil premium (PP), which remains an outstanding action within the plan.

The Vice Chair asked about outcomes for pupils accessing the Hub, noting that 12 pupils had made expected progress. They queried whether there was an understanding of the impact of the Hub compared to classroom provision. The Headteacher responded that she believes those pupils have made greater progress within the Hub than they would have in the classroom, largely due to the higher staff-to-pupil ratio. She also noted that all work undertaken within the Hub is planned and agreed in conjunction with class teachers.

The Headteacher further referenced feedback from the SIA and external observations, which suggested that the pupils currently accessing the school's Hub would not typically meet the criteria for similar provision in other schools, as it does not cater for the highest level of need. **The Vice Chair asked whether there are plans for future development of the Hub.** The Headteacher confirmed that this is an area the senior team intends to review moving forward.

-M Bold and M Hanson left the meeting at 5.57pm-

The Vice Chair noted there was not anything included in personal development, the Headteacher advised by the SIA that not every area needs actions.

FGB5/25-26/10 EVALUATION OF ATTAINMENT AND PUPIL PROGRESS DATA OVER THE YEAR

The Headteacher reported that Year 6 attainment data is a concern, noting that outcomes are typically within the 80–90% range. However, the current cohort includes a core group of pupils working below expected standards. Although Key Stage 2 SATs have now concluded and the papers were considered fair, the Headteacher emphasised that these pupils have received considerable support and have made positive progress.

Governors discussed the context of the data, particularly the relatively small number of pupil premium pupils in Year 6, which currently stands at 13. It was recognised that within this group, a number of pupils present with multiple vulnerabilities. Governors acknowledged that significant work has been undertaken to support pupil premium pupils.

A governor asked whether there is an observable trend in attainment between boys and girls, particularly at the lower end of the school, and whether the gap narrows over time. The Headteacher confirmed that such trends can occur, although they are often cohort-dependent. She also noted that, nationally, there is a recognised attainment gap with girls generally outperforming boys in English.

The Headteacher added that Year 6 pupils approached the SATs assessments positively this year, with high levels of wellbeing observed throughout the process.

In response to a question from the Vice Chair regarding any key concerns arising from the data, the Headteacher reiterated her concern about pupil premium outcomes and the need to consider further strategies to support this group. **A governor asked whether current initiatives are specifically targeted towards pupil premium pupils.** The Headteacher confirmed that targeted support is in place, while also ensuring that other disadvantaged pupils receive appropriate support.

The Headteacher also highlighted an additional concern regarding attainment in Year 5 mathematics, particularly in relation to pupils achieving the expected standard.

FGB5/25-26/11 WELLBEING AND MENTAL HEALTH OF STAFF AND PUPILS

The Headteacher reported that, overall, pupil wellbeing is strong. Pupils are described as happy, confident, and able to communicate effectively with visitors. Feedback from external visits consistently highlights the exceptionally positive behaviour of pupils. However, the Headteacher acknowledged that a small number of pupils experience challenges with wellbeing, and confirmed that these individuals are well known to the school and appropriately supported.

A governor asked whether the introduction of the Wellbeing in Schools Act would place additional responsibilities on schools. The Headteacher confirmed that she will review the implications of this in preparation for September 2026.

-Confidential discussion-

FGB5/25-26/12 STAKEHOLDER ENGAGEMENT

Parent survey has been completed.

GOVERNOR REPORTS

FGB5/25-26/13 GOVERNOR TRAINING AND DEVELOPMENT

The clerk reported, governor training and development sessions were available to view, on GovernorHub, agendas and in the report booklet and. Places could be booked directly on GovernorHub or by emailing Daniel Harvey (daniel.harvey@nottinghamcity.gov.uk).

FGB5/25-26/14 REPORTS FROM GOVERNOR MONITORING VISITS

Governors noted the monitoring reports have been uploaded to GovernorHub, reminded governors upload their lesson monitoring visits from 20th May.

Chair to check the governor monitoring form.

FGB5/25-26/15 END OF YEAR GOVERNORS IMPACT STATEMENT

Next meeting.

REPORTS TO GOVERNORS

FGB5/25-26/16 REPORT FROM THE SCHOOL IMPROVEMENT ADVISOR

Report from SIA on GovernorHub.

FGB5/25-26/17 LOCAL AUTHORITY REPORTS AND EDUCATION GOVERNANCE REPORT

Determined admission arrangements for Nottingham City community schools, 2027-2028

The purpose of this report is to inform governors of the determined admission arrangements for the school year 2027/2028 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).

Action for governors

Governors are recommended to:

- Note the determined admissions arrangements and oversubscription criteria for 2027/2028 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 2026/2027 and 2027/2028 school years.

What governor information must be published on your school website

Governing boards should publish on the school website up-to-date details of its governance arrangements in a readily accessible form (please see appendix 1 of the report). This should include:

- Structure and remit of the governing board and committees;
- Full name of the Chair of the governing board and Chairs of each committee;
- Governor details who have served at any point over the last 12 months;
- Although not mandatory, an annual statement to inform of the impact of the governing board on school improvement.

Governing boards are required to make meeting minutes available to any interested person. Minutes can be published online, please ensure the school copy of the minutes is published (this does not include confidential information). Alternatively, the governing board can issue a statement on the school website stating minutes are available by request from the school.

Governor consent is required if your school wants to publish additional information that is not required by law, for example, photographs or contact details (school email address).

The Vice Chair agreed to cross reference the information on the school website with the statutory requirements.

**Vice
Chair**

FGB5/25-26/18 NST REPORT (for information only)

The weekly NST reports had been uploaded to GovernorHub.

CONCLUDING ITEMS

FGB5/25-26/19 SAFEGUARDING AND CHILD PROTECTION

The Headteacher drew governors' attention to the May 2026 safeguarding report, she said the document has been updated following the internal safeguarding audit from March 2026. The Headteacher drew governors' attention to the strengths and actions from the outcome.

FGB5/25-26/20 HEALTH AND SAFETY UPDATE

The Headteacher said the annual H&S report will be shared at the next full governing board meeting. She said there are items are routinely responding to and reflecting on practice.

-A Clark left the meeting at 7.05pm-

FGB5/25-26/21 EQUALITY INCIDENTS REPORTED SINCE THE LAST MEETING

The Headteacher shared the equality incidents since the last meeting, one racist language and one homophobic language, give incidents where RPI was required. There have been two fixed term two-day exclusions this term.

FGB5/25-26/22 ITEMS FOR COMMUNICATION TO THE LOCAL AUTHORITY

The clerk reported, this item has been added to the agenda to enable governing boards to feedback termly to the Local Authority. The Education Governance Service Manager will collate responses from the minutes and produce a report on the communication items, which will be presented to Alys Finch, Director of School Improvement, Local Authority.

Governors agreed to consider items for communication to the Local Authority at the next meeting.

Govs

FGB5/25-26/23 ARRANGEMENTS FOR CHAIR TO INSPECT SCHOOL RECORDS

The Vice Chair agreed to inspect the school records.

FGB5/25-26/24 CONFIRM DATES AND TIMES OF FUTURE MEETINGS

The following meeting dates were agreed:

Summer 2026;

- FGB Business – Wednesday 24th June at 4.00pm.

Autumn 2026;

- FGB Business – Wednesday 23rd September at 4.00pm;
- FGB Standards – Wednesday 2nd December at 4.00pm.

FGB5/25-26/25 CONFIDENTIALITY AND COMMUNICATION.

It was **agreed** that a discussion in item 11 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 7.20pm

Signed by the Chair:

Date:

ACTION POINTS FROM THE MEETING

Ref	Action	Responsible	Outcome
04	Compile wishlist of funded items to present to governors.	Headteacher/SBM	
07	Share issues raised by at the wellbeing meeting.	Headteacher	
	Share the Sustainability plan and agenda item for the next full governors meeting.	Headteacher/ Clerk	
08	Remove the £1,000 from the administrative budget line.	SBM	
	Compile the staff minimum requirements information to support future financial planning and decision-making.	SBM	
17	Cross reference the information on the school website with the statutory requirements.	Vice Chair	
22	consider items for communication to the Local Authority at the next meeting.	Governors	

Attendance at meetings for the 2025-2026 Academic Year

Governor Name	Autumn 2025		Spring 2026		Summer 2026	
	24/09	03/12	28/01	25/03	06/05	04/06
Michael Bold	Y	Y	Apols	Y	Y	
Matthew Hanson	Y	Y	Apols	Apols	Y	
Emily Green	-	-	Y	Y	Y	
Shabina Khan	Apols	Y	Apols	Y	Y	
Andrea O Grady	Y	Apols	Y	Y	Y	
Jaqueline Olpin	Y	Y	Y	Y	Y	
James Pridmore	Y	Y	Apols	Y	Y	

Manisha Yasin	Y	Apols	Y	Apols	Apols	
Helen Yates - Chair	Y	Apols	Apols	Apols	Apols	
Mohammed Yusuf	Apols	Absent	Absent	Absent	Apols	
Gemma Morris	Y	Apols	Y	Y	Y	
Andrea Snelling – VC	Y	Y	Y	Y	Y	
Lucy Wareham	Y	Y	Apols	Y	Y	
Lisa Paulson	Y	Y	Y	Y	Y	