

Haydn Primary School Governing Board

Minutes of the spring term standards governing board meeting held on Wednesday 28th January 2026 at 4.00pm

Membership (A denoted absence)	Apols	Helen Yates, Chair
		Andrea Snelling, Vice Chair
	Apols	Michael Bold
		Emily Green
	Apols	Matthew Hanson
	Apols	Shabina Khan
		Andrea O'Grady
		Jacqueline Olpin
	Apols	James Pridmore
		Manisha Yasin
	Abs	Mohammed Yusuf
		Gemma Morris
	Apols	Lucy Wareham
		Lisa Paulson, Headteacher
In Attendance		Daniel Harvey, clerk to the governing board
		Sarah Chadwick, School Business Manager

PRELIMINARIES

FGB3/25-26/01 APOLOGIES FOR ABSENCE

ACTION

The Chair welcomed everyone to the meeting, included new staff governor.

Apologies for absence received from H Yates, M Bold, M Hanson, S Khan, J Pridmore, M Yusuf and L Wareham the apologies were approved.

There were no apologies for absence received from M Yusuf.

In the absence of the Chair, the Vice Chair chaired the meeting.

FGB3/25-26/02 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.

FGB3/25-26/03 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).

The clerk reported the following absences from meetings;

- M Yusuf.

The Headteacher noted M Yusuf has been previously contacted by the Chair regarding his position on the governing board, **the Vice Chair agreed** to contact M Yusuf regarding his position.

**Vice
Chair**

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

There were no end of terms of office to consider.

Confirmation of use of secure school email addresses

The clerk reminded governors of the requirement to use a secure email address, a review of all email addresses on GovernorHub had been completed in preparation for the meeting and reported all governors were using school email addresses.

The Headteacher requested governors check their school-based emails on a regular basis.

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 28th January 2026 was correct.

FGB3/25-26/04 MINUTES OF THE LAST MEETING

Minutes of the meeting held on 3rd December 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	Responsibility	Outcome
06	Share information regarding a Joint Vice Chair position with governors by 12 th December.	Headteacher and Vice Chair	The Vice Chair said both J Olpin and S Khan had offered to support with the Vice Chair position, the governing board agreed to their support.
10	Read and review the DPO report and bring any questions or comments to the SBM by 5 th January 2026.	Governors	None to report.
11	Conversation with the conservation building support to get confirmation	SBM	The Headteacher said the SBM was in touch with David

	on building work that can be undertaken.		Solomon, Facilities Management, who confirmed the building is grade 2 listed. He recommended meeting with the school, which has been set up for 5 th February, with a specific view on the windows.
12	Outcomes from the internal safeguarding audit to be shared at the spring term full governing board meeting.	Headteacher/ agenda item	The Headteacher said the audit reports were on GovernorHub.

Matters arising

There were no matters arising.

FGB3/25-26/05 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.

FGB3/25-26/06 CORRESPONDENCE ITEMS

From the Chair

The Vice Chair said she has received a complaint from a parent, which has gone out to an external investigating officer.

From the Headteacher

None to report.

From the Clerk

None to report.

SCHOOL PROGRESS & FINANCE

FGB3/25-26/07 HEADTEACHER'S REPORT TO GOVERNORS

The Vice Chair said she met with the Headteacher a couple of weeks ago and together they concluded that bringing questions to the meeting, as opposed to the Headteacher reading through the full report as it would save time within the meeting. Governors confirmed they have read through the report.

The Vice Chair noted there is a differential between the Headteacher report and SEND report regarding the number of SEND pupils, 35 within the Headteacher report and 40 in the SEND report, she recognised the data is fluid. The Headteacher said the information for her report is gathered from the SENDCO and therefore depends when the information is requested, the staff governors commented that two new SEN pupils had very recently joined in nursery and this highlights the fluidity of this figure.

The Vice Chair commented following a review of the school trips and events, Year 2 trips/events seem to have much less than other year groups. The Headteacher said she will review the Year 2 trips and events, including talk with the Year 2 team, governors recognised

they had previously had a 'sleepover event'. The Headteacher said following a review of the trips, she will update the figures accordingly.

The Vice Chair asked is there any showcasing/promoting of the impact of the forest school. The Headteacher said there is a display within school and said she has talked with the lead on having their own Dojo page. The Headteacher said she feels the programme is highly beneficial to children, which is evident through pupil survey. **A governor asked how the benefits is being measured.** The Headteacher said it is being monitored through feedback from children and conversations with teachers. The staff governors said the forest school lead is actively monitoring this, identifying those that struggle with typical lessons. **The Headteacher agreed to include promotion of forest school within the newsletter.** **The staff governor asked is there a way to showcase what has been created/developed.** The Headteacher said it would be beneficial to have parents visit exhibits during arts week that are specifically developed through forest school.

HT

A governor commented the offsite provision, Black Woods, buildings are going to be demolished shortly and replaced with a modular building. The group leader has written to all the site users, the governor said it could impact on the planning for summer term 2026 and autumn term 2026. Following a discussion, governors recognised there are other options locally that could be used as offsite areas.

The Vice Chair asked is there much different in the new RSE guidance. The Headteacher said the school RSE curriculum will be updated, which includes consultation with parents. She said she has completed CPD linked to the changes and the RSE lead will prepare for the changes.

The Vice Chair asked is the sequence of writing a new initiative, the Headteacher said it was introduced a couple of years ago. The Headteacher said all teachers have completed CPD on the system and is embedding across the school. The focus of the provision is immersion and following a review of the provision it was found that embedding across the school was not consistent. For this term, the focus is ensuring it has been embedded within each class. **A governor asked, are there barriers to why it has taken longer in certain year groups.** The Headteacher said it is a significant change and potentially be a time constraint.

A governor asked, were there any issues from the appraisals completed during the autumn term. The Headteacher said all the initial meetings have been completed, along with the observations, the Headteacher said there were no concerns to raise.

The Vice Chair asked noted within the report it mentions, during a Year 1 learning walk, pupils became unsettled after 30 minutes of phonic. The Headteacher said this relates to the some of the Year 2 pupils, as the learning walk references an observation from last academic year. The Headteacher said the current Year 2 have settled in very well, they seem and feel to be a happy group of children. In terms of this statement, when viewing their phonics sessions now, they are engaged.

Governor asked is the percentage of SEN always below national average and are the current figures reflective of previous years. The Headteacher said there are a lot of pupils that are being monitored who are not on the SEN register. Reviewing the data, pupil premium is low compared to national and rest of the city. She feels the data does not accurately reflect the school position.

Governors noted the attendance rates were very positive and were above national, end of autumn term figure is 96.3%. The Headteacher said all the categories is above national and is

something to be celebrated.

A governor noted in the autumn term full governors meeting there was mention of a safeguarding complaint that was going to a panel and governors would receive an update. The Headteacher said the complaint process has completed and the complaint was not upheld, she noted the panel made a couple of recommendations that the school has actioned.

The Vice Chair noted there was a School Improvement Advisor visit, the Headteacher said she has interwoven this into her Headteacher report and taken recommendations and actions and adapted them into the development plan.

The Vice Chair asked how the extra meetings are working out for parents of pupils with additional needs. The Headteacher said she does not know what parents think, as far as aware, the extra meetings are happening. **The Headteacher agreed to look into gathering parental views on the impact of the extra meetings.** **The Vice Chair asked are teachers' workload being managed to support extra meetings.** The Headteacher said additional time is given, feeds into CPD. The staff governors said all teachers see the benefit of the extra meetings and feel they are successfully, they do not overlap staff meetings and given flexibility on when those meetings take place.

HT

The Vice Chair asked for clarification on who provided the autism CPD training, the Headteacher said it is provided through the LA.

The Headteacher drew governors' attention to the summary of the pupil premium statement. **The Vice Chair asked how communication of 'free take up' is presented to parents.** The Headteacher said those, items/activities that come at a cost are provided for the free school pupil premium children.

Governors asked, how is the school ensuring all pupil voices are heard, fair process and making sure those quieter children are getting a voice. The Headteacher said it is democratic process, teachers are aware who has been previously selected and making sure it is not a matter of just the most vocal who are being chosen. A parent governor noted the process was beneficial for their child.

A governor asked for an update on the remark stating, 'learning intentions behind activities being unclear and not explicitly linked to targets been addressed'. The Headteacher said this was specifically linked to the Hub and has been addressed.

The Headteacher's report was received with thanks.

FGB3/25-26/08 PRESENTATION OF PUPIL DATA

The Headteacher drew governors' attention to the autumn term 2025 data dashboard, in the last meeting governors requested to an oversight of the gap between girls and boys.

Governors said the presentation of data has been extremely helpful.

Governors noted there are no patterns to the boy/girl differential, as it varies throughout the year groups. The Headteacher said analysing at a deeper level, Year 1 the children with more complex needs and pupil premium are boy heavy.

The staff governor said each cohort is significantly different.

The Headteacher said the percentage of EAL has increased over recent years.

A governor commented from their point of view, the importance of having parental support at home is vital in supporting school data.

The Headteacher commented the new phonic scheme is very supportive of the EAL pupils.

A governor asked, how is the school supporting EAL pupils, given their attainment is below in reading, writing and maths. The Headteacher said there is a focus within EYFS on language, ultimately it is about quality first teaching, use of vocabulary and immersion.

A governor said what comes through the monitoring visits, teachers know the individual children well and barriers to learning.

The Headteacher drew governors' attention to the Year 6 data, which includes a comparison between this year and the previous year. There are nine children who are well below and will not make progress to expected standard. There are multiple vulnerable, attendance barriers through school refusal and anxiety. **A governor asked, what is the school doing to accelerate progress for those significantly below.** The Headteacher said progress will be made for these children through support mechanisms and this includes those children who are working towards. The Headteacher said there were four children who joined the in Year 5 last year who were not at expected levels.

The Headteacher said the Hub is having a positive impact on those children with significantly challenges. **A governor asked, what does transition look like for those pupils with significant needs.** The Headteacher said the school are in the second year of using a new portal, that has improved information sharing between schools and extra transition days are available.

The Headteacher said there has been discussions with the Year 6 teachers on assessment and assuring accuracy of outcomes from the autumn term 2025. The meeting discussed how the school could accelerate progress to attend the ambitious targets and work towards the national targets.

The staff governor said teachers find the network sessions extremely helpful when it comes to conducting moderation. They said the school has high expectation.

Governors recognised the Year 6 cohort has been significantly impacted by Covid.

The Headteacher drew governors' attention to the current Year 3 cohort trends, **a governor asked was there anything that happened in autumn term 2024, where boy outcomes dropped from the previous year.** The Headteacher said the expectations may have widen between Year 1 and Year 2, the shift from them moving from EYFS into Year1 is significant.

Year 4 Multiplication Check, the Headteacher said an action plan has been put in place, the school is below national averages. **In response to a question on use of 'Timetables Rockstars',** the Headteacher said there are pro's and con's to rolling it out to younger year groups. The Headteacher said there is an emphasis on pre-skills and learning timetables across the whole school.

FGB3/25-26/09 PROGRESS OF THE SCHOOL IMPROVEMENT PLAN

The Headteacher drew governors' attention to the progress of the key objectives for each of the priorities.

Area One – leadership and governance

Governors noted all new staff have been fully inducted, including co-English lead as a member of SLT.

The Headteacher said the Climate Action plan is a statutory requirement from September 2026 and the school have implemented the climate ambassador programme. Governors heard pupils, parents, staff and governors will be feeding into the action plan.

Areas Two – curriculum

The music curriculum is being reviewed, ensuring consistency in quality provision.

Area Three – developing teacher

The Headteacher said a review of marking has not taken place, the plan is to introduce steps to setting a consistent approach to 'live' marking.

Area Four – achievement

Embedding of assessment criteria in Art and Music

There are no objectives linked to Area Five – behaviour and attitudes, Area Six – attendance and Area Seven – personal development and wellbeing.

Area Eight – inclusion

Action to be completed, provide SLT and all staff with pupil premium training delivered by SIA.

Area Nine – EYFS

Actions completed, school seen as a beacon for EYFS practice.

Area Ten – safeguarding

Action completed.

FGB3/25-26/10 GUIDANCE AND POLICIES FOR REVIEW/APPROVAL

First Aid policy

A governor asked, is there a need to classify what a serious injury is. The Headteacher said she has reviewed the policy with David Tompson, he noted there may be some processes that need to be reviewed in a couple of months.

The governing board approved the first aid policy.

Children Returning to School after an Accident, Surgery or Serious Illness policy

A governor asked, is this policy only when children are absent for more than five days, the Headteacher confirmed the wording within the policy.

Discussion on informing parents of administering medication and the school inform parents when this has happened.

The governing board approved the Childre Returning to School after an Accident, Surgery or Serious Illness policy.

FGB3/25-26/11 UK GDPR UPDATE INCLUDING PRESENTATION OF THE OUTCOMES FROM THE GOVERNOR CHECKLIST

It was **agreed** to move this item to the full governing board business meeting.

Clerk

The clerk agreed to circulate the GDPR checklist.

Clerk

GOVERNOR REPORTS

FGB3/25-26/12 REPORTS FROM COMMITTEES

None to report.

FGB3/25-26/13 REPORTS FROM GOVERNOR MONITORING VISITS

It was **agreed** to move this item to the full governing board business meeting.

Clerk

FGB3/25-26/14 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).

The Vice Chair said due to the current absence of the Chair, there is a need to have an active governor for safeguarding and English. **The Vice Chair agreed** to circulate safeguard link role request amongst governors.

Vice Chair

J Olpin agreed to monitoring English.

REPORTS TO GOVERNORS

FGB3/25-26/15 SCHOOL IMPROVEMENT ADVISOR REPORT

The Vice Chair said the report was very positive and complimentary, especially of the pupil premium outcomes. The Headteacher said she received a congratulatory email from Secretary of State commending the school outcomes for pupil premium.

FGB3/25-26/16 EDUCATION GOVERNANCE REPORTS

The DfE new attendance baseline improvement expectations (ABIEs)

Olivia Bailey MP, Minister for Early Education and Minister for Equalities, wrote to governors and trustees on 12th November 2025 to informs them from September 2026, the DfE will introduce new minimum attendance expectations and additional government support for tackling persistent absence in order to improve school attendance to pre-pandemic levels.

In November 2025, schools received an indicative ABIE in order to track what their ABIE would have been for the 2025/2026 academic year; however, some data has been challenged as being inaccurate.

The new expectations will come into force from the 2026/2027 academic year, and schools will receive their official ABIE in September 2026.

An updated attendance toolkit will be circulated to schools and enhanced support from a Regional Improvement for Standards and Excellence (RISE) attendance and behaviour hub will be offered to schools who fail to meet their ABIE over multiple years or substantially miss their ABIE

in a single year, from 2026/2027.

This report is to make governors aware of the introduction of the new attendance baseline improvement expectations (ABIEs) from September 2026 and includes examples of questions for governors to ask in governing board meetings.

Safeguarding compliance: information for governors

Under the 2025 inspection framework the inspection evaluation for safeguarding differs from other areas, it will be judged as 'met or 'not met' and schools should be fully compliant.

Leadership and governance are evaluated under one area, and governors will be expected to have a greater understanding and current knowledge of a positive safeguarding culture in your school.

This report includes governor safeguarding training dates, examples of questions for governors to ask in governing board meetings and a safeguarding termly report template for Heads/DSL's to report key information to governors (appendix 1).

FGB3/25-26/17 NST REPORT (for information only)

The NST report had been uploaded to GovernorHub.

A governor asked is the future of NST secure, the Headteacher feels it is secure, recognising there is a new leader of the SLT, understand it is going through a period of change.

CONCLUDING ITEMS

FGB3/25-26/18 PUPIL AND STAFF WELLBEING

- The Headteacher said the staff wellbeing working party continues, the staff governor said they feel the working party is beneficial and attended the most recent meeting, where they discussed; Improvements in the first aid practices and procedures;
- Staff having awareness of how to work with the highest profile of behaviour and is consistent across the staffing team, with three key focuses effective, safe and calm;
- Noting the effective communication between admin staff and teaching staff, there was a talk on getting admin staff onto Class Dojo to support with bridging gap and supporting their knowledge of classroom habits;
- The working party is representative of the whole school.

The Headteacher said was overall pupil wellbeing is very good.

FGB3/25-26/19 EQUALITY INCIDENTS REPORTED SINCE THE LAST MEETING

Two racist incidents, two different children.

FGB3/25-26/20 EVIDENCE OF GOVERNING BOARD IMPACT ON SCHOOL IMPROVEMENT

FGB3/25-26/21 CONFIRM DATES AND TIMES OF FUTURE MEETINGS

The following meeting dates were agreed:

Spring 2026:

- 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.

FGB3/25-26/22 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 6.33pm

Signed by the Chair:

Date:

ACTION POINTS FROM THE MEETING

Ref	Action	Responsible	Outcome
03	Contact M Yusuf regarding his intention to being a governor.	Vice Chair	
07	Include promotion of forest school within the newsletter.	Headteacher	
	Look into gathering parental views on the impact of the extra meetings between teacher and parents for SEN pupils.	Headteacher	
11	Agenda item for next meeting - UK GDPR UPDATE INCLUDING PRESENTATION OF THE OUTCOMES FROM THE GOVERNOR CHECKLIST	Clerk	
	Circulate UK GDPR governor checklist.	Clerk	
13	Agenda item for next meeting - REPORTS FROM GOVERNOR MONITORING VISITS	Clerk	
14	Circulate safeguard link role request amongst governors.	Vice Chair	

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	Apols			
Mathew Hanson	Y	Y	Apols			
Emily Green	-	-	Y			
Shabina Khan	Apols	Y	Apols			
Andrea O Grady	Y	Apols	Y			
Jaqueline Olpin	Y	Y	Y			
James Pridmore	Y	Y	Apols			

Manisha Yasin	Y	Apols	Y			
Helen Yates, Chair	Y	Apols	Apols			
Mohammed Yusuf	Apols	Abs	Abs			
Gemma Morris	Y	Apols	Y			
Andrea Snelling, VC	Y	Y	Y			
Lucy Wareham	Y	Y	Apols			
Lisa Paulson	Y	Y	Y			