

Haydn Primary School Governing Board

Minutes of the Spring term governing board meeting held on 25th March 2026 in school.

Membership (A denoted absence)	Michael Bold
Apols	Matthew Hanson
	Shabina Khan
	Andrea O' Grady
	Jacqueline Olpin
	James Pridmore
Apols	Manisha Yasin
Apols	Helen Yates – Chair – Currently on extended leave
Absent	Mohammed Yusuf - Currently on extended leave
	Gemma Morris
	Andrea Snelling – Vice Chair – Acting Chair for the meeting
	Lucy Wareham
	Emily Green
	Lisa Paulson, Headteacher
In Attendance	Nina Turner, Clerk to the governing board
	Sara Chadwick, School Business Manager

PRELIMINARIES

FGB4/25-26/01 APOLOGIES FOR ABSENCE

ACTION

The Headteacher briefed the governing body relating to the Chair's (Helen Yates) extended absence due to personal reasons. The Chair has requested to extend her term of leave to the May half term which was **agreed** unanimously by the governing body. The Headteacher took an action to communicate the agreement to the Chair.

HT

It was **agreed** that Andrea Snelling will continue to step up as Chair for this period. The Acting Chair (Andrea Snelling) welcomed everyone to the meeting.

Apologies for absence received from Manisha Yasin, Helen Yates and Matthew Hanson were approved. There were no apologies received from Mohammed Yusuf.

FGB4/25-26/02 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.

FGB4/25-26/03 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

Mohammed Yusuf

The Headteacher outlined that Mr Yusuf has expressed a desire to remain on the governing body. This will be reviewed at the next meeting.

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 the following ends of office:

Andrea Snelling – 21/06/2026

Lucy Wareham - 30/11/2026

It was noted that a parent governor role will become vacant in June 2026. The governing body **agreed** to progress a parent election in the Autumn term 2026 to take advantage of new children and associated parents joining the school.

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.

Get information about schools (GIAS) check

The Clerk had reviewed governor information on 'Get information about schools' (GIAS) website in preparation for the meeting and reported the information as of 25th March 2026 was correct.

FGB4/25-26/04 MINUTES OF THE LAST MEETING

Minutes of the meeting held on 28th January 2026, a copy of which had been uploaded to GovernorHub for review, were confirmed and would be electronically signed by the Chair.

Action points

03	Contact M Yusuf regarding his intention to being a governor.	Vice Chair	Complete – to be reviewed ongoing
07	Include promotion of forest school within the newsletter. Look into gathering parental views on the impact of the extra meetings between teacher and parents for SEN pupils. Headteacher	HT	Complete

11	Agenda item for next meeting - UK GDPR UPDATE INCLUDING PRESENTATION OF THE OUTCOMES FROM THE GOVERNOR CHECKLIST Circulate UK GDPR governor checklist.	Clerk	Carried forward
13	Agenda item for next meeting - REPORTS FROM GOVERNOR MONITORING VISITS	Clerk	Complete
14	Circulate safeguard link role request amongst governors.	Vice Chair	Complete - Gemma Morris to take on the link role

Matters arising

None to report

FGB4/25-26/05 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.

FGB4/25-26/06 CORRESPONDENCE ITEMS

From the Chair

None to report

From the Headteacher

The Headteacher outlined that an Ofsted letter regarding a parental complaint had been received. It was confirmed that there was no action to be taken.

From the Clerk

None to report

FINANCE AND POLICY APPROVAL

FGB4/25-26/07 RECEIVE OUTTURN REPORT

The SBM summarised the outturn figures for the end of P11, detailing:

£4,571 slight surplus vis a previously reported £4k deficit in P9. The SBM noted that the figures are always moving and drew out some key points for governors:

1. NST schools have been incorrectly advised by a third party relating to a reduced vat rate to 5% for energy. After a council audit the school has received confirmation that this is not the case and the full rate of 20% is required to be paid. All NST schools therefore are now required to pay the additional 15% backdated to 2024 which equates to £15k.
2. A member of staff on long term sick has applied for early retirement and additional costs relating to holiday pay and 3 months of lieu in notice equate to circa £10k.
3. Other moving items relate to dinner money forecasts and wraparound care

When comparing year on year, governors were briefed that there is a lower carry forward amount however, predictions of a £15k deficit earlier in the year are now forecasting a surplus of £4.5k.

The SBM highlighted that when the budget is set, the school will be in a deficit and a 3-year financial plan to make savings will be required. The Headteacher advised governors that the staffing salaries are relatively high due to experienced staffing in place and the staffing structure for next academic year will be comprehensively reviewed. However, it was noted that challenging behaviours from children are being experienced within the school and the priority for the Headteacher is to keep both the staff and other children safe with the appropriate level of staffing.

A governor asked, is there any extra funding because of the Government White Paper relating to SEND? The Headteacher advised that the LA are seeing a reduction in funding with all schools receiving a 15% cut in funding for HLN/SEND budget.

A governor asked, were there any learnings from the benchmarking report vs other schools? The Headteacher noted that most teachers and TAs are at the top of their salary bands vs other schools and therefore the staff teaching team looks expensive. The Headteacher explained that she at this stage wouldn't be supportive of using alternative options such as less skilled staff when working with vulnerable children.

A governor asked, against that background of cost regarding cleaning services, have the school completed a tender to understand what other options there are? Regarding the cleaning figures of 63k the SBM acknowledged that this is an area to be reviewed and took an action to explore alternative suppliers and report back. SBM

The Headteacher outlined that NST have sent through some funding stream ideas which will be loaded to GovernorHub for governor review. HT/JO

FGB4/25-26/08 STANDARD ITEMS:

Virements.

Wraparound care money has been logged against a different code

Write-offs and disposals or surplus stock and equipment.

End of life staff computers have been disposed of with the disposal certificate loaded to Governor Hub.

Review audit reports and implement recommendations.

Health and Safety LA Annual Audit

Governors were briefed that the audit was completed successfully with 1 x red item noted relating to a drain pipe in the annexe which was resolved on the day of the audit.

The remainder of the items are nearing completion with some progressing over the easter holidays. The Health and Safety report has been reviewed and signed off by the Chair.

The LA are to assess the sash windows in the annexe which are costly items, with a view to the LA funding the work. In addition, a tree survey was completed in Jan 2026 and removal is taking place in the Easter break.

Governors discussed and **agreed** the use of capital spend on the KS1 play equipment which requires an upgrade.

The Headteacher advised that the school has been selected as a school to take part in the LA payroll audit, the resulting report will be shared with governors.

FGB4/25-26/09 APPROVAL, OR DELEGATION OF APPROVAL, OF BUDGET 2026-2027, INCLUDING PURCHASE OF SERVICES

The SBM confirmed that the budget for next academic year will be available at the beginning of May prior to the next FGB meeting,

An action was taken to add the item and ratification to the next FGB agenda.

Clerk

In addition, a specific finance meeting will take place prior to the FGB to review the budget in detail.

Chair

Staff Absence Insurance

The SBM referred governors to quotes gained relating to staff absence and highlighted the current situation:

- Staff absence insurance cost £17k till mid-February 2026.
- 4 members of staff were absent in March for more than 1 week.
- Potential for the funding to break even over this period.

The SBM outlined options relating to the insurance including sourcing from alternative suppliers, not taking out insurance and putting a financial pot aside or focussing on wellbeing services only. Other school arrangements have been investigated as part of the review relating to these costs however there is no consistent theme across other schools.

A governor asked, for more detail relating to what each package covers and detail on the wellbeing packages and whether they are included in the price. An action was taken for the SBM to review the quotes in more detail and feed back to governors. The SBM explained that wellbeing services are included in the current package and this is communicated on the staff notice board and included in briefings. **Governors requested that this be brought to the fore for staff again and an action was taken to include in the upcoming staff briefing.**

SBM

SBM

It was noted that agreement on the package of choice is needed by 13th April 2026.

Chair/H

T/SBM

Sara Chadwick was thanked for her comprehensive information and left the meeting at 7.30pm

FGB4/25-26/10 GUIDANCE AND POLICIES FOR REVIEW/APPROVAL

The following policies were made available to governors in advance of the meeting.

Attendance policy

Governors fed back to the Headteacher that the policy was positive and thanked her for the hard work.

A governor asked, are fines and attendance codes up to date within the document?. The Headteacher confirmed that they were.

A governor asked, do you track 2 contact details for every pupil and is this automatically flagged if there are not 2 contact points? The Headteacher confirmed that they do, however

HT

there is not an automatic tracking process. An action was taken to investigate whether this is possible to report on.

The attendance policy was **approved** by the governing body with no issues raised

WhatsApp Guidance

Governors were briefed that it had come to the Headteacher's attention that there were some unpleasant remarks regarding staff, children and other parents on personal year group WhatsApp groups which operate independently of the school.

A guidance document was issued to all parents by the Headteacher relating to this matter, as it was noted that events that happen outside school can impact behaviour within the school. The Headteacher acknowledged that the issue of the guidance was rapid, not allowing the opportunity to gain governor feedback.

Governors agreed that staff do need protecting and therefore there was an understanding of the need to issue the guidance quickly, however felt that a level of context alongside the guidance would have been useful to both parents and governors and requested that this accompanied any communication going forward.

Governors recommended that the guidance is reissued in Sept to cover new parents and context can be included in that email to all parents.

Based on the above additional requirements governors **approved** the WhatsApp Guidance document.

FGB4/25-26/11 APPROVAL OF SFVS AND SIGN-OFF FOR SUBMISSION TO THE LOCAL AUTHORITY BY 31st MARCH 2026

The SBM advised that the SFVS will be loaded to GovernorHub, requiring Chair approval and submission to the LA finance team by 31st March 2026.

Chair/SB
M

FGB4/25-26/12 UK GDPR UPDATE INCLUDING PRESENTATION OF THE OUTCOMES FROM THE GOVERNOR CHECKLIST

An action was taken to carry the governor checklist action forward to the next meeting.

Clerk

Michael Bold was appointed as GDPR link governor.

GOVERNOR REPORTS

FGB4/25-26/13 REPORTS FROM COMMITTEES

None to report

FGB4/25-26/14 REPORTS FROM GOVERNOR MONITORING VISITS

SEND audit to be rescheduled due to ill health

SCR review complete

EYSF audit complete – monitoring report to be completed

FGB4/25-26/15 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).

Governors requested that a forward plan of training dates is issued to governors as most of the dates are now in the past. Clerk

Staff and pupil wellbeing training complete – JO

CONCLUDING ITEMS

FGB4/25-26/16 PUPIL AND STAFF WELLBEING

It was noted that pupil wellbeing is high with the following items highlighted:

- Whole school Shakespeare week
- Space centres visit
- White Poat Farm visit
- Great orchestra
- Easter day

Regarding staff wellbeing, the Headteacher reported that a short 5 week half term has been challenging with 4 members of staff off sick including the SENCO which has put strain on the overall team.

Governors were briefed that one child has been exhibiting behaviours which has made it challenging to keep children and staff safe. Positive handling has been used multiple times in one week which has wider impacts. Staff do however remain resilient, positive and buoyant.

Behaviour generally is very good and SIA walk rounds have commented on the exemplary behaviour of children within the school.

FGB4/25-26/17 PREMISES AND SITE MANAGEMENT, HEALTH AND SAFETY, INCLUDING RISK ASSESSMENT UPDATE, REPORTS AND RECOMMENDATIONS

Governors discussed the new gate opposite reception and questioned whether there should be a HT railing near the road. An action was taken by the Headteacher to investigate the item.

FGB4/25-26/18 EQUALITY INCIDENTS REPORTED SINCE THE LAST MEETING

1 x racist and 1 x homophobic incident.

FGB4/25-26/19 EVIDENCE OF GOVERNING BOARD IMPACT ON SCHOOL IMPROVEMENT

Governor challenge relating to costs specifically cleaning costs, health insurance and areas where alternative suppliers can be assessed.

Requests for time to assess next year's budget

Approval of the SFVS and budget in line with LA requirements

Governors sharing responsibilities during periods of personal leave from governor duties

Completion of monitoring visits to witness the impact of decisions in action

FGB4/25-26/20 ARRANGEMENTS FOR CHAIR TO INSPECT SCHOOL RECORDS

Completed by the Chair this half term.

FGB4/25-26/21 CONFIRM DATES AND TIMES OF FUTURE MEETINGS

The following meeting dates were agreed:

Summer term 2026

Summer 2026:

FGB Standards - Wednesday 6th May at 4.00pm

FGB Business – Wednesday 24th June at 6.00pm

FGB4/25-26/22 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 8.19pm

Signed by the Chair:

Date:

ACTION POINTS FROM THE MEETING

Reference	Action	Responsible	Outcome
01	Headteacher to contact HY	Headteacher	
07	SMB to source some cleaning quotes	SBM	
07	NST funding ideas to be reviewed	HT/JO	
09	Budget approval to be added to next FGB agenda	Clerk	
	Finance meeting to be convened to review budget	SBM/Chair	
09	SBM to review the staff insurance quotes in more detail and feed back to governors. Agreement needed by 13 th April 2026	SBM/Chair/HT	
09	Wellbeing service to be included in staff briefing	SBM	
10	Review if report available re 2 contacts per child	HT	
11	SFVS approval by 31 st March 2026	SBM/Chair	
12	GDPR checklist to be issued and agenda item to be added to FGB	Clerk	
15	Forward schedule of training dates to be requested	Clerk	
17	HT to review new gate railing requirements	HT	

Attendance at meetings for the 2025-2026 Academic Year												
Governor Name	Autumn 2025				Spring 2026				Summer 2026			
	24/09/25	03/12/25			28/01/26	25/03/26			06/05/26	04/06/26		

Michael Bold	Y	Y			Apols	Y						
Matthew Hanson	Y	Y			Apols	Apols						
Emily Green	-	-			Y	Y						
Shabina Khan	Apols	Y			Apols	Y						
Andrea O Grady	Y	Apols			Y	Y						
Jaqueline Olpin	Y	Y			Y	Y						
James Pridmore	Y	Y			Apols	Y						
Manisha Yasin	Y	Apols			Y	Apols						
Helen Yates - Chair	Y	Apols			Apols	Apols						
Mohammed Yusuf	Apols	Absent			Absent	Absent						
Gemma Morris	Y	Apols			Y	Y						
Andrea Snelling – Acting Chair	Y	Y			Y	Y						
Lucy Wareham	Y	Y			Apols	Y						
Lisa Paulson	Y	Y			Y	Y						