

## Haydn Primary School Governing Board

### Minutes of the spring term personnel, finance and general purpose and strategic development committee meeting held on Wednesday 17<sup>th</sup> January 2024 at 4.30pm at the school

Membership	H Yates (Chair)
(A denoted absence)	A Snelling (Vice Chair)
	M Bold
	F Chauhan
Apols	E D'Agostino
	M Hanson
	R Harris
	A O'Grady
	M Yasin
	L Wareham
Apols	M Yusuf
	L Paulson (Headteacher)
In Attendance	D Harvey, Clerk to the Governing Board
	S Chadwick, School Business Manager (item 05 and 06)
	M Austin, School Improvement Advisor (SIA)

#### **P,F&GP&SDC2/23-24/01 WELCOME AND APOLOGIES FOR ABSENCE**

#### **ACTION**

The committee Chair welcomed all to the meeting.

Apologies for absence received from E D'Agostino and M Yusuf and were approved by the committee.

#### **P,F&GP&SDC2/23-24/02 DECLARATIONS 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.

The Chair highlighted that any documents that are circulated during the meeting are confidential and should remain at the school, so they can be disposed of appropriately.

#### **P,F&GP&SDC2/23-24/03 STATEMENT OF GOVERNANCE**

The Chair read out a statement from the Ofsted leadership and management criteria. The statement highlighted the role and statutory duties of the governing board within the school, including safeguarding, visions, values and ethos.

#### **P,F&GP&SDC2/23-24/04 MINUTES OF THE LAST MEETING**

Minutes of the meeting held on 27<sup>th</sup> September 2023, a copy of which had been uploaded to GovernorHub for review, were taken as read, confirmed and signed by the Chair.

#### **Action points**

<b>ACTION POINTS FROM THE MEETING:-</b>
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Reference	Action	Responsible	Outcome
05	Seek confirmation on the guidance around shared parental leave.	SBM/ F Chauhan	Action to be carried over, the SBM said the school is following LA policy.
06	Contact JNM and Southwell Electrical with that request for work specifications.	SBM	M Hanson explained to the committee there is a 'industry standard' for lighting in education and due to the considerable difference in quotes, he wanted to ensure the standards were like for like. The SBM said she received the questions from M Hanson and forwarded them onto the provider, she said she is currently waiting for a response. The SBM confirmed the school has committed to a provider, <b>M Hanson agreed</b> to contact Ansell regarding their specifications used.
09	Complete or update governor safeguard training.	Governors	Chair, aware several governors have completed the governor safeguard training. The Headteacher has circulated information to access the NSPCC online training, she said once that has been booked, those governors who had indicated they wish to complete the training will receive a link to access that online.
10	Format the safeguard policy.	Headteacher	Completed.
11	Review their pen portraits on the school website and for the new governors to provide a pen portrait.	Governors	Completed.  Governors discussed whether it would be beneficial to have photos of school governors. It was agreed to have a picture on the website and in school. <b>Governors agreed</b> to email a photo of themselves to be used on the school website and on a governor notice in school, to the Chair by the end of January 2024
13	share potential dates of the pay committee with governors.	Headteacher	Completed.

SBM/FC

MH

Govs

## Matters arising

There were a couple of grammatical items the **clerk agreed** to update.

Clerk

## **P,F&GP&SDC2/23-24/05 ITEMS DELEGATED FROM FULL GOVERNING BOARD MEETING**

There were no items delegated from the full governing board.

## **P,F&GP&SDC2/23-24/06 STANDARD ITEMS – FINANCE**

The SBM informed the meeting there have been two virements, the first is transfer of funds for the 'Connect the Classroom' project, a DfE funded programme to improve connectivity within all schools, the committee noted the cost of this was £71,000.

The second virement is for £12,000 which has been taken from the day to day maintenance budget and placed into learning resources.

**The committee approved** the virements.

The SBM said there have been no disposals and write-offs since the last meeting.

The committee noted M Bold, M Hanson and E D'Agostino had agreed to review the SFVS document with the SBM prior to **approval at the spring term full governing board meeting**, before submitting to the local authority by the end of the spring term.

Spring  
FGB

## **P,F&GP&SDC2/23-24/07 FINANCIAL REPORT AND POSITION – SPRING TERM OUTTURN**

The SBM circulated the period 9 outturn report, she said the school is in a healthy financial position with there being a predicted carry forward into 2024-2025 of £226,964.

The SBM drew governors attention to the footnotes within the report, she explained in E19 learning resources there is currently an overspend and this is mostly due to the school not yet receiving income for the school trips. There has been additional expenditure on Little Wandel (£800) and stationary and costs relating to Forest Schools.

The SBM explained the expenditure on Robin Hood gymnastics, after school football team, music tuition and pupil premium trips also falls under this cost code and some of the income for these provisions have not yet been received. The SBM explained the sports premium funding will cover some of these costs, like the sports coaching.

**Governors noted the variance for the code E19 is minus £43,000.** The SBM assured governors the majority of this variance will be covered by gathering incomes for school trips and using the sports premium to cover the sports coaching.

The SBM said due to the healthy budgetary position, the school can look into investing funds, there are a couple of key areas to address, updating the ICT equipment and school playing field. **Governors asked, how much can the school safely plan to spend.** The SBM explained some of the carry forward will be used to cover the increase in staff wages, she noted if the carry forward is 8% of the income the school is required to provide the LA and explanation for how and when the carry forward will be used. The SBM said she has received quotes for 30 laptops at £16,000 and following an audit on the play equipment, the cost will be upwards of £3,000 for each new piece of play equipment.

The Chair commented that improving the ICT equipment has been an ongoing item for a number of years and if the school has the means to address this then a renewal plan should be considered.

The SBM updated the meeting on the outcome of the annual play equipment audit, she said there is a need up update the play equipment across the school and this includes the outdoor ampi-theatre.

The SBM drew governors attention to a tree on school grounds had been blown over and damaged the school fence and car, she said the tree was not flagged as a concern in the most recent tree survey. She said there is a hole in the yard that requires repairing, she assured governors the area is securely cordoned off.

The SBM Said there are three classrooms with uneven floors, one quote has been sourced at £8,000 for one classroom, the SBM said it is a challenge to source additional quotes.

The SBM informed the meeting, the majority of schools within Nottingham School Trust (NST) are moving information management providers to Arbor, the school is due to go from 1<sup>st</sup> April and the cost is £15,000 for the first three years. The SBM said the syste incorporated a parent pay system, card payments, etc. She said four weeks before 1<sup>st</sup> April, the school will have access to the training material and the Office team will work with Arbor to move the information across. **In responses to a question**, the SBM confirmed Arbor will replace SIMS.

The Headteacher said Arbor is more intuitive for staff, the SBM said the school are under contract with SIMS until 2025.

**Governors asked, what will be the yearly cost, following the three year contract.** The SBM agreed to find out the yearly cost following the initial three year contract.

**The committee approved** the purchase of contracts for Arbor, management information system.

**A governor asked, can they see the due diligence checks carried out by the NST.** The SBM said the GDPR information relating to Arbor is going on the NST website and **she agreed** to share the promotional material with governors.

**SBM**

Approval of expenditure, the SBM informed governors the school has moved payroll provider to EduPay, she said she is running the payroll, including the HR and pensions and it has been a step learning curve. She recommends increasing the number of full-time positions in the Office team to four, due to the added responsibility. Governors noted they discussed and agreed this during the autumn term full governing board meeting (FGB1/23-24/06).

**Governors noted at the last committee meeting, there was a noticeable underspend on energy costs and the outturn report period re-enforces this, they asked what is the main reason for the 60% underspend.** The SBM said the main reason is the move in supplier, the 2023-2024 budget was set against the previous supplier.

**Governors asked, has 'smart lighting' be investigated as a further saving opportunity.** The SBM said she did review this and the cost was considerably more, moving forward consider other energy efficient, for example loft installation.

The Headteacher noted it would be beneficial to have a sustainability governor who would link with the school and eco-team. **M Bold agreed** to meet with the SBM to review the energy efficient portal.

**MB**

**P,F&GP&SDC2/23-24/08 RECEIVE REPORT ON PUPIL ATTAINMENT AND PROGRESS FROM**

## INTERNAL DATA

Governors received a copy of the data dashboard and a copy of the schools target that had been set at the beginning of the academic year.

The Headteacher said the priority for the year is to increase the number of pupils achieving greater depth in all areas.

**In response to a question on the target setting**, the Headteacher confirmed the targets are set depending on the cohort. **Governors asked do the Year 4 and Year 6 targets need to be adjusted as they are achieving the end of year targets already.** The Headteacher explained the data dashboard shows where pupils are at this time of year, therefore these pupils are on track to achieve greater depth by the end of the year. The Headteacher said the data is used to identify where gaps are and interventions are then put in place, supported by teachers and TAs to work with pupils to push them to age related.

The Headteacher said the data assessment capture was carried out slightly differently this year and teachers were tasked with identifying those pupils who were close to age related and higher attaining and then workout the intervention to support to move those pupils along.

In Year 2, maths is standing out as an area to address in both age related and greater depth, she commented that cohort had a strong phonics and reading performance in Year 1.

Governors noted the data improves as it moves thrgh the school, highlighting that progress is good or better across all year groups.

## P,F&GP&SDC2/23-24/09 CURRICULUM – UPDATE ON SCHOOL IMPROVEMENT TARGETS

Governors confirmed receipt of the school improvement targets.

## P,F&GP&SDC2/23-24/10 STANDARD ITEMS – GENERAL

### Health and Safety

Governors noted the SBM had arranged the annual health and safety walkaround week commencing 22<sup>nd</sup> January 2024. The Headteacher recommends carrying out an annual audit later in the academic year.

Governors received an update from the SBM on the two items discussed in the previous committee meeting. She said the school has not received any further communication following their response to a letter.

The NHS intra-health, there has been no further correspondence regarding this.

*-SBM left the meeting at 5.40pm-*

Governors were informed, all staff members have completed their annual GDPR update training.

## P,F&GP&SDC2/23-24/11 POLICIES FOR APPROVAL

**The committee approved** the governor allowance policies and **approved** in principle the financial control and admin policy.

Governors raised a number of queries relating to the finance control and admin policy, including;

- The inclusion of a random telephone number under section 2.11, governors noted the telephone number appeared to be out of place given the context of the section. **The Headteacher agreed** to review the section and update;

HT

- Section 2.7 talks about a assets across the site, governros queried whether the school need to consider this with reference to HOSCA.

The SIA said she has received communicate from the LA and there is no information or record regarding the contract with HOSCA and who owners the building they are currently using. A governor recommended reviewing the information through the registry, as this should inform who owns the building and land. **L Wareham agreed** to support.

LW

Governors recognised this is a separate concern to the one outlined in the financial control and admin policy, they noted within the policy the school must hold an up to date record of asset and whether the school requires a record of the assets at HOSCA.

The meeting discussed the impacts of the issues surrounding HOSCA, including where liability falls if there is an injury and the general day to day running of the building and service.

Governors queried whether the school is paying for the electricity costs for the building, governors noted HOSCA have paid for improvements to the building.

Governors raised concerns about the reputational marriage between the school and HOSCA.

*-M Yasin left the meeting at 5.55pm-*

A governor noted with reference to the financial control and admin policy, there maybe be items within the policy the school is not adhering to, due to the situation with HOSCA.

#### **P,F&GP&SDC2/23-24/12 AGENDA ITEMS FOR NEXT MEETING**

It was **agreed** to add HOSCA as an agenda item.

#### **P,F&GP&SDC2/23-24/13 ANY OTHER BUSINESS**

There was no other business to discuss.

#### **P,F&GP&SDC2/23-24/14 DATES OF NEXT MEETING**

Confirm arrangements and dates of future meetings

Spring 2024;

- Headteacher ratification meeting – Wednesday 24<sup>th</sup> January at 7.00pm (MS Teams);
- Full governing board – Wednesday 13<sup>th</sup> March at 6.00pm (MS Teams).

Summer 2024;

- Joint Comms – Wednesday 24<sup>th</sup> April at 3.30pm (at school);
- Full governing board – Wednesday 12<sup>th</sup> June at 6.00pm (MS Teams).

#### **P,F&GP&SDC2/23-24/15 CONFIDENTIALITY AND COMMUNICATION**

It was agreed that no item 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 6.05pm**

Signed by the Chair: *H Hanson*

Date: *27/2/24*

ACTION POINTS FROM THE MEETING:-			
Reference	Action	Responsible	Outcome
03	<p><i>Item carried over from previous meeting - seek confirmation on the guidance around shared parental leave.</i></p> <p>Contact Ansell regarding their lighting specifications used.</p> <p>Email a photo of themselves to be used on the school website and on a governor notice in school, to the Chair by the end of January 2024.</p>	<p>SBM/ F Chauhan</p> <p>M Hanson</p> <p>Governors</p>	
06	SFVS approval at the spring term full governing board meeting.	Spring term FGB	
07	<p>Share Arbor's promotional material with governors.</p> <p>Sustainability governor to meet with SBM to review the energy efficient portal.</p>	<p>SBM</p> <p>M Bold</p>	
11	<p>Review section 2.11 of the financial control and admin policy and update.</p> <p>Support with HOSCA work.</p>	<p>Headteacher</p> <p>L Wareham</p>	

