

HAYDN PRIMARY SCHOOL GOVERNING BODY

Minutes of the summer term virtual governing body meeting held via Microsoft Teams on Wednesday 23rd June 2021 at 7.00pm.

Membership	Mrs F Rowland	Chair
(A denoted absence)	Mrs H Yates	Vice Chair
	Ms C Bruce	
	Ms S Chadwick	
	Mrs F Chauhan	
	Mr E D'Agostino	
	Ms J Dorrington	
	Ms L Paulson	
A	Mrs M Yasin	
	Mr M Yusuf	
	Ms S White	
	Mrs T Mason	Headteacher

In Attendance Mrs S Teal Clerk to the Governing Body

Governors confirmed that they were in a confidential space.

Note: The meeting took place in accordance with the Virtual Meetings Policy.

PRELIMINARIES

FGB3/20-21/01 APOLOGIES FOR ABSENCE

ACTION

Apologies for absence were received and approved from Mrs M Yasin.

FGB3/20-21/02 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.

FGB3/20-21/03 MEMBERSHIP

Current membership

Evidence of the current membership of the governing body had been presented in advance of the meeting; the membership details were noted.

Attendance requirements

It was noted that a governor who, without the consent of the governing body, 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

Vacancies exist for 1 parent governor and 1 co-opted governor.

The Headteacher said that it would be difficult to organise a parent governor election at present. She **agreed** to organise an election in the autumn term. HT

After considering governor skills, Mrs L Paulson had suggested that the co-opted governor vacancy be filled by someone with a creative background. Mrs J Dorrington suggested contacting the committee for Sherwood Arts Week to ask if anyone would be interested in joining the governing body. The chair **agreed** to reach out to them if Mrs Dorrington could provide a contact name. Mr E D'Agostino said that he may also know someone who would fit the brief. Chair

End of terms of office

The clerk informed the governing body that Frances Rowland's term of office would end on 27th October. She **agreed** to continue as an LA governor for a further term. ✓ GIAS updated. (A)

Mrs Rowland (chair of governors) asked if any other governors would be interested in taking on the role of chair. Helen Yates expressed an interest and would discuss the role with her before it was up for election at the autumn term FGB meeting.

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 that the information as of today was up-to-date.

The chair informed governors that she had been commissioned by NST to check all schools' websites for compliancy during the summer. The Headteacher said that a member of the office staff checked the website regularly and was aware of the areas that required updating.

FGB3/20-21/04 MINUTES OF THE LAST MEETING

Minutes of the meeting held on 10th March 2021, copies of which had been uploaded to Governor hub for review, were taken as read.

Action points

All actions were reported to have been completed.

The chair said that when asked about the recording of online training, Governor Services, Rachael Harvey, had said that the approval of all those attending would be needed.

Matters arising

No matters arising.

FGB3/20-21/05 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.

FGB3/20-21/06 CORRESPONDENCE ITEMS

From the Chair

There was no correspondence from the chair.

From the Headteacher

Governors were informed of a TA who had tendered her resignation.

The music teacher had reduced her hours from 3 days to 1 ½ days. The Headteacher said that she would team up with Darren Fretwell so that the music offer would be strong.

From the Clerk

As we move out of lockdown, governors will need to decide how they wish to hold governors meetings in the future. Governors need to consider if they wish to continue with virtual meetings, blended meetings, or face to face meetings.

Governors discussed that the attendance at virtual meetings had been good, but they had missed face to face meetings with subject leaders which took place between the joint committee meetings. It was therefore agreed, going forward, to hold virtual FGB meetings to maintain governor attendance and face to face joint committee meetings to include meetings with subject leaders. This model would be tested in the autumn term.

To minimise risk, the Education Governance Service will continue to follow national and local government guidance.

SCHOOL PROGRESS

FGB3/20-21/07 HEADTEACHER REPORT TO GOVERNORS

The Headteacher's report had been posted on GovernorHub prior to the meeting.

Governors were informed that following the analysis of spring term data, the school's priority is writing. Training had been received from the SIA and together with a colleague, she had completed a Deep Dive yesterday. The Headteacher said that this had been very positive and books, planning and the writing provision had been looked at across the school.

A governor asked if Covid catch up funding had been used for writing. The Headteacher replied that it had. There were intervention groups before and after school and children were immersed in quality first teaching. A lot of work had been done on differentiation lessons and what they look like. The school was still using an overstaffed model.

A governor asked how staff were responding to having to provide extra writing interventions. The Headteacher said that there was a very natural progression from reading to writing focus. All staff were "on board" with this.

A governor asked if the school had assessed the impact of Covid on children in the following years. The Headteacher said that the next week was assessment week in school. Year 6 would complete SATs tests this week and data would be looked at to analyse whether or not children were catching up. Since children's learning behaviour was positive at the moment, it was believed that they would catch up, although this was more difficult for children with special needs. Looking in books, progress had been found to be "phenomenal".

Mrs Paulson told governors that the school had been careful not to push children, since many of them had lost resilience. Children needed experiences to become good writers. The Headteacher added that, because of the pandemic, they had not been given the usual experiences that encouraged them to write. Ms Chadwick spoke about the opportunities that Year 6 had been given to write for a purpose.

Governors were pleased to note that the school was still doing things to enrich school life and ensuring that the curriculum was broad and balanced. Good attitudes towards learning were being developed and children were happy in school.

FGB3/20-21/08 UPDATE ON COVID CATCH UP FUNDING, PUPIL PREMIUM AND SPORTS FUNDING

Covid catch-up funding – detailed on GovernorHub

The Headteacher told governors that the school would have to provide an impact statement for

the Sports Funding which would be difficult this year, although PE had still taken place during lockdown. It had to be posted on the website by 31st July.

Sports Funding is used to pay for a PE specialist and Mr Ward is used to coach others to enable them to deliver quality first PE teaching. Helen Thieme (Olympic athlete) is being developed as a new leader in sports.

Mrs Dorrington praised that Year 5 were having extra sports sessions on top of the Haydn Mile, especially since some children had been less active during lockdown.

The Pupil Premium update had been posted on the website. The Headteacher **agreed** to also post it on GovernorHub.

HT

FGB3/20-21/09 UPDATE ON APPROVAL OF BUDGET 2021-2022 AND CURRENT IN YEAR FINANCIAL POSITION

The 2021-2022 budget had been **approved** at the Personnel, Finance and General Purposes Committee meeting and signed by the chair of governors.

FGB3/20-21/10 CONFIRMATION OF COMPLETION, APPROVAL AND SUBMISSION OF SFVS

The SFVS had been **approved** and submitted to the LA. The chair thanked Mr E D'Agostino and Mrs J Dorrington for their contribution to the completion of the SFVS.

FGB3/20-21/11 POLICIES FOR REVIEW/APPROVAL

The Headteacher told governors that Mrs M Yasin had met with the RHSE lead to discuss the RHSE Policy which was then sent out to parents as part of a consultation period. She said that the findings had been published in the Newsletter and the school had been working with individual families. The policy was now ready for governors' approval.

The chair asked, if there were families who needed reassurance, would the school provide workshops. The Headteacher replied that there were not enough people with concerns that would warrant providing workshops. Consultation meetings had been held with some parents. A particular family who were confused about sex education, had their concerns assuaged once they understood the lesson content. Parents can choose to withdraw their children from sex education.

The RHSE Policy was **approved** by the governing body.

FGB3/20-21/12 GDPR UPDATE

The Business Manager had posted a GDPR training Power Point presentation on GovernorHub prior to the meeting and asked that the governing body completed this, unless they had already received up to date training through their employer. Governors **agreed** to complete the GDPR training and inform the Business Manager once they had done so. Governors who had already received training elsewhere, were asked to inform the Business Manager and send her a copy of their training certificate.

FGB

FGB3/20-21/13 CONSIDER ARRANGEMENTS FOR HEADTEACHER PERFORMANCE MANAGEMENT FOR ACADEMIC YEAR 2021-2022, INCLUDING APPOINTMENT OF EXTERNAL ADVISOR AND APPROVAL OF PERFORMANCE MANAGEMENT GOVERNORS

Arrangements for the Headteacher's performance management would be considered in the autumn term.

The Headteacher said that there had been a spring term review and the SIA would perform a further review of the school on 7th July. Her report would then inform performance management

targets.

FGB3/20-21/14 PUPIL AND STAFF WELL-BEING

The Headteacher told the governing body that pupil wellbeing remained positive, but the recent Year 6 bubble closure had been difficult for pupils and staff.

Pupils are currently anxious around transition. The school had started to make plans and details would go into the school's newsletter at the end of the week.

The Headteacher talked about the interesting things that were being provided across all year groups and she said that children seemed to be happy.

Ms S Chadwick said that she had completed training on pupil and staff wellbeing. She told governors that due to Covid restrictions, staff had missed each other's company and she had therefore started Therapy Thursdays to give them an opportunity to talk to each other in an inviting environment with refreshments provided. This was offered as a drop-in session (4-5.30pm). The first session had been well attended and staff response to a questionnaire had identified that Therapy Thursdays should be held regularly.

Mrs H Yates thanked Ms Chadwick on behalf of governors and staff. Ms C Bruce suggested that governors might contribute something to the sessions. She **agreed** to contact Ms Chadwick and then get back to the governing body. Ms Chadwick invited governors to attend a Therapy Thursday.

CB

The chair **agreed** to send a card to staff at the end of term on behalf of the governing body, to thank them for their hard work and commitment.

Chair

GOVERNOR REPORTS

FGB3/20-21/15 REPORTS FROM COMMITTEES

Committee minutes had been posted on GovernorHub.

FGB3/20-21/16 GOVERNOR TRAINING AND DEVELOPMENT

- Ms S Chadwick – Pupils and Staff Wellbeing
- Mrs F Chauhan – Governor Induction

The chair reminded governors that LA training sessions were included in the Governor Services package.

Ms Bruce suggested that governors complete Ofsted training in the autumn term.

Mrs Dorrington said that she was to attend the "Measuring the Impact of Your Governing Body" training session.

FGB3/20-21/17 REPORTS FROM GOVERNOR VISITS

Governors reported the following monitoring:

- Mrs H Yates – History, geography and literacy
- Ms C Bruce – SEND, Literacy
- Mrs J Dorrington – Computing
- Mrs L Paulson – Early Years

Reports would be posted on GovernorHub.

The Headteacher would look into allocating link subjects for S Chadwick and F Chauhan.

FGB3/20-21/18 END OF YEAR IMPACT STATEMENT

The chair, together with H Yates and J Dorrington, **agreed** to complete an end of year impact statement by the end of September, to be discussed at the next FGB meeting. **(Agenda Item)**

**Chair/
HY/JD**

REPORTS TO GOVERNORS

FGB3/20-21/19 LA AND DFE REPORTS

Determined admission arrangements for Nottingham City community/maintained schools 2022-2023

ACTION FOR GOVERNORS

Governors are recommended to;

- note the determined admissions arrangements and oversubscription criteria for 2022-2023 set out in the report (and in Appendices 1 and 2), which are unchanged from those determined for the 2021-2022 admission arrangements;
- note the planned admission number for their own school (set out in Appendix 3);
- note the timelines for the 2022-2023 co-ordinated admissions process (as set out in Appendix 5);
- ensure that this information appears on your school's website during the 2021-2022 and 2022-2023 school years.

please note all appendices mentioned are available in the full report on GovernorHub

DfE statutory guidance: Early Career Framework induction programme for teachers (September 2021)

Information

From 1st September 2021, the new two year Early Career Framework induction programme for early career teachers (ECT) will replace current NQT induction arrangements.

The main changes are:-

- The term early career teacher (ECT) will replace newly qualified teacher (NQT);
- The induction programme for ECT's will last for two years (NQT programme is one year);
- ECTs will get a 5% timetable reduction in their second year of induction. The first year remains at a 10% reduction;
- Induction mentors will support ECT's through induction, this is a new post and is separate from the existing requirement to have an induction tutor.
- There will be two formal assessment points, one mid-term and one at the end of the programme;
- Additional funding will be available to the school to help cover the costs of the ECT's timetable reduction and time spent with their mentor.

Governors are recommended to;

- Ensure that the induction policy takes into account the changes from 1st September 2021 and is reviewed and approved by governors.

The Headteacher informed governors that the school had registered with the DfE and the Flying High Hub.

FGB3/20-21/20 NST REPORT FROM SPRING 2021

Uploaded to GovernorHub for information.

CONCLUDING ITEMS

FGB3/20-21/21 SAFEGUARDING AND CHILD PROTECTION

Report on GovernorHub. The Headteacher would upload an updated version of the report tomorrow.

HT

Updates included:

- DSLs been dealing with child protection cases, attending core group meetings and reviews
- A DART notification received from Police will be referred to Social Care
- Meeting with Secondary School and Free School DSLs. Records will be transferred using My Concern where possible
- NST safeguarding audit using ADSLs will take place before the end of term

The chair told governors that, together with the Headteacher, she would attend a re-scheduled meeting with Tracy Nurse (Associate Governor for Safeguarding), in July.

FGB3/20-21/22 HEALTH AND SAFETY UPDATE

Mrs Paulson reported that risk assessments remained in place. Pupils were still in bubbles and staggered start times etc, continued, as discussed at previous meetings.

Governors noted that the outdoor equipment had been checked. The equipment on the field was now reaching the end of its life and the school did not want to spend money on patching it up.

The Business Manager and Mrs Paulson would undertake a walk- a- round H&S audit. Ms S White volunteered to join them.

A governor asked whether risks would have to be reassessed if Covid guidelines were changed by the government in July. The Headteacher replied that she hoped things would be more normal in September. If things changed, the school would formulate a plan for September and inform parents. Mrs Paulson added that DfE guidance will be followed and if the school did not receive information soon enough, it would continue to use the current risk assessment guidance.

FGB3/20-21/23 EQUALITY INCIDENTS REPORTED SINCE THE LAST MEETING

Spring term report on GovernorHub.

FGB3/20-21/24 ARRANGEMENTS FOR CHAIR TO INSPECT SCHOOL RECORDS

The chair was to visit the school before the end of term to inspect school records.

FGB3/20-21/25 CONFIRM DATES AND TIMES OF FUTURE MEETINGS

The following full governing body meeting dates were agreed:-

Autumn term 2021;

- Thursday 24th November at 7.00pm

Spring term 2022;

- Thursday 16th March at 7.00pm

Summer Term 2022;

- Thursday 22nd June at 7.00pm

FGB3/20-21/26 CONFIDENTIALITY AND COMMUNICATION

It was **agreed** that no items be deemed confidential for the purpose of the minutes.

The chair asked the Headteacher if she or any other staff, would be working during the school holidays. The Headteacher replied that she thought that they would have a summer holiday, but would also do some work.

The meeting closed at

Signed by the Chair:

Date:

ACTION POINTS FROM THE MEETING:-

Reference	Action	Responsible	Outcome
FGB3/03	Organise parent governor election in autumn term.	HT	
	Contact committee members of Sherwood Arts Week to seek interest in joining GB	Chair	
FGB3/08	Post PP update on GovernorHub.	HT	
FGB3/12	Complete GDPR Power Point training or send copy of external training certificate to BM	FGB	
FGB3/14	Contact SW re governor's possible contribution to Therapy Thursday.	CB	
	Send card to thank staff at the end of term.	Chair	
FGB3/17	Allocate subject links to SC and FC.	HT	
FGB3/18	Produce end of year impact statement by end of September.	Chair/HY/JD Agenda Item	
FGB3/21	Post updated safeguarding report on GovernorHub.	HT	

Academic Year 2020 -2021												
	Autumn 2020				Spring 2021				Summer 2021			
Governor Name	JC 5/11	FGB 25/11			JC 27/1	FGB 10/3			JC 12/5	FGB 23/6		
Mr E D’Agostino	Y	Y			Y	Y			Y	Y		
Ms C Bruce	A	Y			A	Y			Y	Y		
Ms J Dorrington	Y	Y			Y	Y			Y	Y		
Mrs T Mason	Y	Y			Y	Y			Y	Y		
Ms L Paulson	Y	Y			Y	Y			Y	Y		
Mrs F Rowland	Y	Y			Y	Y			Y	Y		
Ms S White	Y	Y			Y	Y			Y	Y		

Mrs A Williams	A	N			A	A			-	-		
Mrs M Yasin	A	Y			Y	Y			A	A		
Mrs H Yates	A	Y			A	Y			A	Y		
Mr M Yusuf	A	Y			A	Y			A	Y		
Ms S Chadwick	-	-			-	Y			A	Y		
Mrs F Chauhan	-	-			-	-			Y	Y		