

## HAYDN PRIMARY SCHOOL GOVERNING BODY

### Minutes of the autumn term virtual governing body meeting held via Microsoft Teams on Wednesday 25<sup>th</sup> November 2020 at 7.00pm.

Membership		Mrs F Rowland Chair
(A denoted absence)		Mrs H Yates Vice Chair
		Ms C Bruce
		Mr E D'Agostino
		Ms J Dorrington
		Ms L Paulson
	A	Mrs A Williams
		Mrs M Yasin
		Mr M Yusuf
		Ms S White
		Mrs T Mason Headteacher
In Attendance		Mrs S Teal Clerk to the Governing Body

#### PRELIMINARIES

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

The chair welcomed Ms S White to her first full governing meeting, together with Mr M Yusuf who had been unable to attend during lockdown. A round of introductions followed.

7.15pm – Mrs H Yates joined the meeting.

#### **FGB1/20-21/01 APOLOGIES FOR ABSENCE**

Apologies for absence were received and approved from Mrs A Williams.

**ACTION**

#### **FGB1/20-21/02 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.

The chair asked governors to renew their register of business interest forms

Review and sign Governors Code of Conduct – governors **agreed** complete the confirmation to abide by the Governors Code of Conduct, that the chair informed them, can be found on GovernorHub. They also **agreed** to confirm that they had read Keeping Children Safe in Education.

**GB**

#### **FGB1/20-21/03 MEMBERSHIP**

##### **Current membership**

Evidence of the current membership of the governing body was available to view on GovernorHub. The membership details were noted.

<b>Attendance requirements</b>	
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.	
<b>Vacancy update</b>	
Vacancies exist for 2 co-opted governors.	
The chair noted that details on GovernorHub needed to be updated and <b>agreed</b> to contact governor services to discuss this.	<b>Chair</b>
The governing body were informed that one of the school's TAs, Sarah Chadwick, had expressed an interest in joining the governing body. The Headteacher read out a personal profile that Ms Chadwick had sent to her and told governors that she believed that she would bring a different perspective to the governing body and would be fully committed to the role. Governors <b>agreed</b> that Sarah Chadwick should join the governing body as a co-opted governor.	
The Headteacher <b>agreed</b> to attempt to fill the remaining co-opted governor vacancies by seeking interest via the school's newsletter, taking into consideration the skills required. The chair also asked governors to actively seek interest.	<b>HT</b>
<b>End of terms of office</b>	
There were no end of terms of office to consider.	
<b>FGB1/20-21-04 ELECTION OF CHAIR AND VICE CHAIR</b>	
The chair reminded governors that she had intended to resign from the governing body in the spring, however due to a change in circumstances, she would now remain as a governor, but would relinquish the role as chair if anyone else would like to put themselves forward. There were no volunteers.	
Mrs F Rowland was re-elected unopposed as Chair by the governing body for a term of 1 year.	
Mrs H Yates was re-elected unopposed as Vice Chair by the governing body for a term of 1 year.	
<b>FGB1/20-21/05 MINUTES OF THE LAST MEETING</b>	
Minutes of the meeting held on 24 <sup>th</sup> June 2020, copies of which had been uploaded to Governor hub for review, were taken as read, confirmed and will be signed by the Chair at the next governors meeting held in school.	
<b>Action points</b>	
<ul style="list-style-type: none"> <li>KSIE 2020 had been circulated to governors</li> <li>The Headteacher told governors that the school would receive catch-up funding of just under £35K in 3 tranches. £8,400 had been received this term and would be used to put intervention programmes in place. In anticipation that pupils would need to catch up on learning lost during lockdown, the school had adopted an overstaffed model to give extra capacity for interventions, enabling interventions to be put in place since September. When autumn term data is available, boosters and 1:1 interventions will be considered.</li> </ul> <p><b>In reply to a governor's question</b>, the Headteacher said that once pupils had settled back</p>	

<p>into school, they had been given a baseline test to identify where there were gaps and which pupils were struggling. Teachers had adapted planning to respond to particular gaps within cohorts.</p> <p><b>The governor asked if the funding would also be used to address mental issues as well as for academic purposes.</b> The Headteacher said that wellbeing was included. The school had looked at pupils' readiness to learn. Younger children had needed opportunities to play with their peers and the school had done more wellbeing work with them. Older children had fared better. The school had responded on an individual basis to some children.</p> <p>The Headteacher informed governors that each class would have 2 members of staff.</p> <p><b>A governor asked how this was funded.</b> She replied that the funding would need to be looked at and detailed how the extra funding would be spent to include 1:1 interventions, etc.</p> <p><b>A governor asked if the staffing structure would change when the extra funding ended.</b> The Headteacher said that 2 teachers were on short term contracts and these would be looked at.</p> <ul style="list-style-type: none"> <li>• The chair had canvased governors with regard to the starting time of FGB meetings. The general consensus was to start them at 7.00pm. She <b>agreed</b> to send out MS Team invitations for the next meetings</li> </ul>	<p><b>Chair</b></p>
<p><b>Matters arising</b></p>	
<p>There were no other matters arising.</p>	
<p><b>FGB1/20-21/06 CHAIR'S OR VICE CHAIR'S EMERGENCY ACTION SINCE LAST MEETING</b></p>	
<p>Neither the Chair nor the Vice Chair reported any actions or decisions undertaken using emergency authority.</p>	
<p><b>FGB1/20-21/07 CORRESPONDENCE</b></p>	
<p><u>Chair</u> There was no correspondence from the chair.</p>	
<p><u>Headteacher</u> See Confidential Appendix.</p>	
<p><u>Clerk</u> <u>What maintained schools must publish online</u> Update to 'What maintained schools must publish online', note maintained schools are required to;</p> <ul style="list-style-type: none"> <li>• Publish how many school employees (if any) have a gross annual salary of £100,000 or more in increments of £10,000 - we recommend using a table to display this; The Headteacher said that no employees had a gross annual salary of £100,000 or more, but she <b>agreed</b> to add something to the website to acknowledge this.</li> <li>• Include a link to the webpage which is dedicated to your school on the <a href="#">schools financial benchmarking</a> service - follow the prompts to find your school's specific page.</li> <li>• Publish the amount of catch-up funding received together with how it is spent and the impact.</li> </ul> <p><a href="https://www.gov.uk/guidance/what-maintained-schools-must-publish-online">https://www.gov.uk/guidance/what-maintained-schools-must-publish-online</a></p> <p><u>Teachers pay award – information from Carol McCrone (Nottingham City HR)</u> HR had produced a new Model Pay Policy for Teachers, September 2020, which will need to be reviewed and adopted by governing bodies during the autumn term 2020.</p>	<p><b>HT</b></p>

Governors had approved the new Pay Policy for Teachers at the recent Finance Committee meeting.	
<b>SCHOOL PROGRESS</b>	
<b>FGB1/20-21/08 HEADTEACHERS REPORT TO GOVERNORS</b>	
<p>The Headteacher's report had already been discussed at the recent committee meetings. She updated governors as follows:</p> <ul style="list-style-type: none"> <li>• Mrs L Paulson had completed DSL training</li> <li>• The recent HMI visit had focused on fact finding with regard to pupil's return to school. The inspector had commented off the record, that what the school was doing was "phenomenal". The standard letter that had been produced following the visit had been posted on the school's website</li> <li>• NST had produced a pro-forma to record how catch-up funding was spent</li> <li>• There were 5 EHCP plans pending that were currently being written by the SENCO</li> <li>• Performance reviews had been completed for all staff, including TAs</li> <li>• Interventions were taking place before and after school, monitored by the SLT</li> <li>• Precision teaching and Switch On were being used</li> <li>• The school was working with the SIA who would deliver short burst writing training</li> <li>• Laptops had been delivered from the DfE</li> <li>• Cameras were to be delivered for online learning</li> <li>• A teacher had returned from maternity leave</li> <li>• The chair added that 33 SIM cards were expected to be delivered from Vodafone to help with blended learning</li> </ul>	
<b>FGB1/20-21/09 ARRANGEMENTS FOR THE HEADTEACHER'S APPRAISAL</b>	
<p>7.50pm – The chair asked the Headteacher to leave the meeting.</p> <p>See Confidential Appendix.</p> <p>7.55 – The chair invited the Headteacher to return to the meeting.</p>	
<b>FGB1/20-21/10 POLICIES FOR REVIEW/APPROVAL AND ARRANGEMENTS FOR IMPLEMENTING RSHE POLICY</b>	
<p>RSHE Policy – Mr M Yasin said that there were a number of things she would like to discuss with the RSHE subject lead before recommending that the policy, (which would now become statutory in 2021) be approved. She <b>agreed</b> to contact the subject lead.</p> <p>It was <b>agreed</b> that the approval of the RSHE policy would be an agenda item at the next FGB meeting and the chair asked governors to ensure that they had read the policy before the meeting. The Headteacher <b>agreed</b> to post the policy on GovernorHub.</p>	<b>MY</b>  <b>Agenda</b> <b>Item</b> <b>HT</b>
<b>FGB1/20-21/11 UPDATE ON GDPR</b>	
<p>The chair informed governors that the Headteacher and all staff had updated GDPR training. Data Protection Officers (DPOs) had received 2 days training led by NST. The chair spoke about the responsibility of signing off risks now being the responsibility of an appointed Senior Information Risk Officer (SIRO), who is not a DPO. She recommended that the responsibility be devolved to the Headteacher. The Headteacher said that she would take on the role.</p> <p><b>In reply to a governor's question</b>, the chair explained that the DPO acts as a GDPR advisor, but cannot be a SIRO.</p>	

GOVERNOR REPORTS	
<b>FGB1/20-21/12 TERMS OF REFERENCE AND DELEGATION OF FUNCTIONS</b>	
<p>The chair and Headteacher <b>agreed</b> to update the Terms of Reference. Governors agreed in principle to support, when required, to sit on a committee of other NST schools in the event of governors being unavailable:-</p> <p><u>Pupil discipline committee</u></p> <p>Any three governors, excluding those employed to work in school. All committee members to have no prior knowledge of the exclusion being considered and no conflict of interest.</p> <p>In the event of insufficient governors being available, governors to be sought from other NST schools, subject to them having no conflict of interest.</p> <p><u>Staff Dismissal Committee</u></p> <p>Any three governors, excluding those employed to work in school. All committee members to have no prior knowledge of the case being considered and no conflict of interest.</p> <p>In the event of insufficient governors being available, governors to be sought from other NST schools, subject to them having no conflict of interest.</p> <p><u>Staff Dismissal Appeal Committee</u></p> <p>Any three governors, excluding those employed to work in school. All committee members to have no prior knowledge of the case being considered and no conflict of interest.</p> <p>In the event of insufficient governors being available, governors to be sought from other NST schools, subject to them having no conflict of interest.</p>	<b>Chair/HT</b>
<b>FGB1/20-21/13 REPORTS FROM COMMITTEES</b>	
Committee minutes would be posted on GovernorHub	
<b>FGB1/20-21/14 GOVERNOR TRAINING AND DEVELOPMENT 2020-2021</b>	
<ul style="list-style-type: none"> <li>Some governors confirmed that they had completed GDPR training</li> <li>Ms S White had completed governor induction training</li> </ul>	
<b>FGB1/20-21/15 REPORTS FROM GOVERNOR VISITS AND VIRTUAL MONITORING DURING THE AUTUMN TERM</b>	
<p>At the request of the chair governors <b>agreed</b> to get in touch with their subject leads via MS Teams/email/phone calls. She reminded them that there is a report template on GovernorHub to be completed when they have made contact with their subject leader.</p> <p>Mrs H Yates told governors that she had received written reports from the history and geography leads which had been posted on GovernorHub.</p> <p><b>A governor commented that she had not received any written updates.</b> The Headteacher said that subject leader reports had been written. She <b>agreed</b> to remind staff to send reports to governors.</p> <p>Mrs M Yasin and Ms S White agreed to be lead governors for Early Years.</p>	<b>GB</b>       <b>HT</b>
<b>REPORTS TO GOVERNORS</b>	
<b>FGB1/20-21/16 DFE REPORT; KEEPING CHILDREN SAFE IN EDUCATION (KCSIE) UPDATE</b>	
<p><u>Action for Governors</u></p> <ul style="list-style-type: none"> <li>Ensure that all staff, <u>including themselves</u> are informed of the new changes and have read, and confirmed they have read, KCSIE part 1 and part 2 where appropriate;</li> <li>As a result of these changes, <u>governors will need to approve</u> an updated version of the Safeguarding and Child Protection Policy.</li> </ul>	

<p>The Headteacher confirmed that all staff had read KCSIE part 1 and 2 and this had been recorded on the Single Central Record.</p>	
<p><b>FGB1/20-21/17 LOCAL AUTHORITY REPORTS - PROPOSED SCHOOL ADMISSION ARRANGEMENTS FOR NOTTINGHAM CITY COMMUNITY SCHOOLS 2022-2023</b></p>	
<p><u><b>ACTION FOR GOVERNORS</b></u></p> <ul style="list-style-type: none"> <li>• <b>Note that the Local Authority is not consulting on its proposed admission arrangements and oversubscription criteria for 2022-2023 set out in Appendices 1 and 2;</b></li> <li>• Consider the proposed planned admission number for their own school (as set out in Appendix 3);</li> <li>• Read this report and discuss it at their governing body meetings;</li> <li>• Note the draft timelines for the 2022-2023 co-ordinated admissions process as set out in Appendix 5.</li> </ul>	
<p><b>FGB1/20-21/18 NST REPORT (for information)</b></p>	
<p>The governing body noted that the NST report had been posted on GovernorHub.</p>	
<p style="text-align: center;"><b>CONCLUDING ITEMS</b></p>	
<p><b>FGB1/20-21/19 SAFEGUARDING AND CHILD PROTECTION</b></p>	
<p>The Headteacher reported:</p> <ul style="list-style-type: none"> <li>• Since Ms Paulson had completed her training, there was now a team of 3 DSLs</li> <li>• DSLs met weekly and tracked all concerns raised/actions</li> <li>• Child Protection Plan – 1 family</li> <li>• Targeted Family Support – 1 family</li> <li>• Initial Child in Need conference – 1 family</li> <li>• The use of My Concern was an ongoing part of safeguarding work</li> </ul> <p><b>A governor asked if the school had considered using deputy DSLs.</b> The Headteacher said that following TA performance management meetings, talented TAs who had shown an interest in the role, had been identified. The intention was to train TAs to grow the team.</p> <p><b>In reply to a governor’s question,</b> the Headteacher said that all staff updated their safeguarding training every 2 years. DSLs also attended 3 DSL networks each year to keep their knowledge up to date.</p>	
<p><b>FGB1/20-21/20 PUPIL AND STAFF WELLBEING</b></p>	
<p>The Headteacher told governors that staff wellbeing remained high, but some staff had felt vulnerable and less confident working in the school. Staff anxiety had been dealt with and it was now improving. There was a strong team of staff who supported each other.</p> <p>Pupils were said to be generally excited to be back at school and were resilient.</p> <p><b>A governor asked about staff who were self-isolating.</b> Ms Paulson said that the school regularly kept in touch to check that everyone was OK. Zoom meetings were arranged and there were WhatsApp groups. All were managing well.</p> <p><b>The chair asked if there was anything the governing body could do to express its gratitude to staff.</b> Mrs Paulson suggested just to tell them.</p> <p>The Headteacher informed governors that staff tended to receive gifts at Christmas, so it had been decided to ask parents via the newsletter, to make a donation to Emmanuel House instead. Mrs Yates suggested setting up a “virtual bucket” donation and for the Christmas performances via Zoom, adding a link to the call to a “just giving” page.</p>	

<b>FGB1/20-21/21 HEALTH AND SAFETY UPDATE</b>	
<p>Ms Paulson told governors that there had been no changes to health and safety since she had made a report to the recent PF&amp;GP Committee.</p> <p>Mrs Paulson described 2 incidents in EYFS where class bubbles had been compromised due to members of staff becoming unwell and other staff members needing to assist. One of them had received a positive Covid test. She reassured governors that the school was maintaining class bubbles of 30, however there were occasions when the safety of children had to come first.</p> <p>Two governors who have children at the school, commended the EYFS team for the home learning resources that had been put online for children to access.</p>	
<b>FGB1/20-21/22 EQUALITY INCIDENTS REPORTED SINCE THE LAST MEETING</b>	
There had been no equality incidents reported since the last meeting.	
<b>FGB1/20-21/23 EVIDENCE OF GOVERNING BODY IMPACT ON SCHOOL IMPROVEMENT</b>	
<ul style="list-style-type: none"> <li>• Headteacher appraisal</li> <li>• Re-connecting with subject leaders</li> <li>• Adapting to virtual ways of doing things to continue to fulfil their role</li> <li>• Approval of Risk Assessment</li> <li>• Positive feedback to EYFS from governors who have children at the school</li> </ul>	
<b>FGB1/20-21/24 ARRANGEMENTS FOR CHAIR TO INSPECT SCHOOL RECORDS</b>	
The chair said that she wasn't visiting the school currently. The Headteacher would look at Legionella records, etc. on her behalf.	
<b>FGB1/20-21/25 CONFIRM DATES AND TIMES OF FUTURE MEETINGS</b>	
<p>The following meeting dates were agreed:-</p> <p>Spring term 2021;</p> <ul style="list-style-type: none"> <li>• Joint Committee – Wednesday 27<sup>th</sup> January at 2.00pm</li> <li>• Full Governing Body – Wednesday 10<sup>th</sup> March at 7.00pm</li> </ul> <p>Summer term 2021:</p> <ul style="list-style-type: none"> <li>• Joint Committee – Wednesday 12<sup>th</sup> May at 2.00pm</li> <li>• Full Governing Body – Wednesday 23<sup>rd</sup> June at 7.00pm</li> </ul>	
<b>FGB1/20-21/26 CONFIDENTIALITY AND COMMUNICATION</b>	
<p>It was <b>agreed</b> that no items be deemed confidential for the purpose of the minutes, with the exception of part of FGB1/20-21/07 and FGB1/20-21/09.</p> <p>See confidential appendix</p> <p>Communication of the decisions made was considered, and it was agreed that the school would undertake all communication with the stakeholders.</p>	
<b>The meeting closed at 8.45pm.</b>	
<b>Signed by the Chair:</b>	
<b>Date:</b>	

### ACTION POINTS FROM THE MEETING:-

Reference	Action	Responsible	Outcome
FGB1/02	Complete confirmations on GovernorHub for Governor Code of Conduct/KCSIE.	GB	
FGB1/03	Contact governor services re updating of GovernorHub.  Seek interest via newsletter to fill co-opted governor vacancies.	Chair  HT	
FGB1/05	Send out MS Teams invitations for meetings.	Chair	
FGB1/07	Add something to website to acknowledge that no employees earn 100,000K or more.	HT	
FGB1/10	Contact RSHE subject lead.  Post RSHE Policy on GovernorHub Governors to read.  RSHE Policy.	MY  GB/HT  <b>Agenda Item</b>	
FGB1/12	Update terms of reference.	Chair/HT	
FGB1/15	Get in touch with subject leaders.  Remind subject leaders to send report to governors	GB  HT	

Academic Year 2020 -2021												
Governor Name	Autumn 2020				Spring 2021				Summer 2021			
	FGB 25/11				FGB				FGB			
Mr E D'Agostino	Y											
Ms C Bruce	Y											
Ms J Dorrington	Y											
Mrs T Mason	Y											
Ms L Paulson	Y											
Mrs F Rowland	Y											
Ms S White	Y											
Mrs A Williams	N											
Mrs M Yasin	Y											
Mrs H Yates	Y											
Mr M Yusuf	Y											



**Confidential appendix of the autumn term virtual governing body meeting held via Microsoft Teams on Wednesday 25<sup>th</sup> November 2020 at 7.00pm.**

	<b>ACTION</b>
<b>FGB1/20-21/07 CORRESPONDENCE</b>	
<p>The Headteacher informed governors that she had received an email from a member of staff requesting a reduction in hours to 2 days, instead of 5 days per week, when she returned from maternity leave. The Headteacher had taken advice from HR and would ask her to put her request in writing, before speaking to her about how this fits into the school structure. The chair reminded governors that a precedence had already been set for situations like this, during a previous FGB meeting.</p>	
<b>FGB1/20-21/09 ARRANGEMENTS FOR THE HEADTEACHER'S APPRAISAL</b>	
<p>7.50pm – The chair asked the Headteacher to leave the meeting.</p> <p>The chair informed the governing body that supported by SIA, Jess Steele, she had completed the Headteacher's appraisal for the previous year and had set new targets. All targets had been met and her performance was judged to be outstanding. The chair had emailed a report to governors and invited comments.</p> <p>The chair recommended that the Headteacher move from pay grade L21 to L22, effective from 1<sup>st</sup> September.</p> <p><b>In reply to a governor's question</b>, she said the Headteacher had previously been on 2 pay grades, acting as Head of School for 3 days and Headteacher for 2 days a week before Mrs Fielding had resigned and she had been employed as the full-time Headteacher.</p> <p>Governors unanimously <b>approved</b> the chair's recommendation.</p> <p>7.55 – The chair invited the Headteacher to return to the meeting and informed her of governor's decision.</p>	