

Hazeldown School Governing Body

Full Governing Body Committee Meeting – Part 1 Minutes					
Date/Time	7 September 2022 at 6:30pm				
Location	Hazeldown Primary School				
Chaired by	David Dawson				
Attendees		Role	Attendees	Init	Role
David Dawson	DD	LA Chair	Kevin Gough	KG	Parent
Ruth Walters	RW	Co-opt Vice Chair	Paul Hamilton	PH	Parent
Stuart Ludford	SL	Headteacher	Kirsty Prentice	KP	Parent
Jasmine Banning	JB	Staff	Laura Parfitt	LPar	Parent
Samantha Atkinson	SA	Co-opted			
Kelly Harnett	KHtt	Parent			

Apologies	Initials	Role	Absent without apology	Initials	Role
Tim Synge	TS	Clerk			
Lee Goodenough	LG	Associate Member			

In Attendance	Initials	Role
Maxine Hart	MH	Clerk (temporary)
Kit Hardee	KHee	Associate Member

Minutes to
Attendees

	Agenda	Led by
1	Apologies	Clerk
2	Elect Chair and Vice Chair	Clerk
3	Declarations of interest	Clerk
4	Agree minutes of last meeting	Clerk
5	Matters arising from previous meeting: 20 July 2022	Chair
6	Board membership and composition: review of terms of office	Clerk
7	Chair's welcome	Chair
8	Terms of Reference	Chair
9	Governor training	Clerk
10	Impact from this meeting	Chair
11	Next Meeting(s)	Clerk
12	AOB	Clerk

Item	Details of discussion
1	<p>Apologies</p> <p>There were apologies from Lee Goodenough</p> <p>There were apologies from Tim Synge, Clerk.</p> <p>DD welcomed Maxine Hart to the meeting as temporary clerk and thanked her for stepping in.</p>
2	<p>Elect Chair and Vice Chair</p> <p>DD had indicated that he was willing to continue in the role of Chair for the 2022/23 year.</p> <p>No other expressions of interest had been received.</p> <p>KHtt proposed, KP seconded</p> <p>Decision: DD was unanimously elected as Chair of FGB for 2022/23.</p> <p>RW had indicated that she was willing to continue in the role of Vice Chair for the 2022/23 year.</p> <p>No other expressions of interest had been received.</p> <p>DD Proposed, LPar seconded</p> <p>Decision: RW was unanimously elected as Vice Chair of FGB for 2022/23.</p>
3	<p>Declarations of Interest</p> <p>All Governors and Associate Members were asked to complete and return the Register of Business Interests form for 2022/23.</p> <p>Circulated and signed by all present. LG copy previously received.</p>
4	<p>Agree minutes of last meeting</p> <p>The minutes of the previous meeting were agreed as a fair record of the meeting.</p> <p>Details of any amendments/corrections - None</p> <p>DD signed the minutes of the 20 July 2022 FGB meeting.</p>
5	<p>Matters arising from previous minutes: 20 July 2022</p> <p>There were no matters arising from the minutes of the previous meeting.</p>

6	<p>Board membership</p> <p>The Clerk provided an update on the status of Board membership. There was, following the resignation of SR, a single vacancy for a co-opted governor.</p> <p>DD stated that it was his intention, following discussion with RW and with the Clerk, to take no action in respect of recruiting to this role until after the completion of the external governance review by DSS. Should any recommendations be made arising from that review, such as a gap in the governor skill set, the vacancy may give some flexibility to FGB in addressing findings. In the meantime, FGB attendance and the commitment and input from existing governors was very good and there was no urgency to find a new governor. However, if someone declares any interest in the meantime it would be considered</p> <p>DD advised Governors that the review of Governor effectiveness was scheduled for Friday 25 November. It would be carried out by Jane Lucas of DSS. It would be helpful if Governors could make a note of the date as Jane would likely wish to speak to a number of Governors during the course of her work.</p>
7	<p>Chair's welcome</p> <p>DD welcomed governors to this start-of-term meeting.</p> <p>He stated that the role of the governing body is to support the school to ensure that children are supported and inspired with their learning.</p> <p>Last year was challenging, Covid still played a part causing staff illness and the lack of a caretaker put an extra strain on the leadership team.</p> <p>There were several areas of improvement identified following the July data drop, and although the pandemic has played its part in the results it was not being used as an excuse and all the children were all encouraged to do their best.</p> <p>Several major projects have been completed, the new classroom and the car park.</p> <p>Policies are now organised, DD thanked TS and acknowledged that his valuable clerking experience had been instrumental in the organisation of governor's administration. The recruitment of three new governors and their skills have also enhanced the governing body as a whole. DD is hoping that everything is now back to normal, and we can move forward together. The board need to concentrate on getting ready for the next Ofsted. SL is not sure how far behind the inspections are, but we are expecting and inspection in the next 18 months/2 years. However, the newly appointed Education Secretary may change things. DD stated that governors now need to concentrate on visiting the school and each visit should have some sort of Safeguarding check within it. The FGB need to focus on how governors can be more efficient and support the work/life balance of the governing body including the staff who attend meetings after a full working day. This will be discussed further at the next FGB. An external assessor has been booked to review governor practice and suggest improvements.</p>

	<p>DD felt it was great to see all our Little Acorns children in school and asked how the transition of last year's cohort to Foundation Stage had gone. SL reported that approximately half of the new Foundation Stage intake had come from Little Acorns which has made a massive difference to the new cohort. It was great for both parents and children; they are familiar with the school and the foundation staff, which has resulted in the children being confident on their first day. JB continued that our Little Acorn children are supporting the children who are new to the school.</p> <p>DD asked about the new Web site. KHee reported that MH had been working through the holiday to try and get the website launched but there had been problems. KHee has now taken over and is working to get the website up and running as soon as possible. It is unfortunate that the transfer of documents from the old site has left it with documents/photos missing.</p> <p>SL elaborated on the governor review that has been scheduled. Hazeldown governors have been supportive during the previous difficult two years. The focus is now on the Curriculum and longer-term planning through Cornerstones and this is working well. Children's outcomes need to be focused on as Ofsted is looming. Both staff and governors need preparation and guidance, so we are prepared for it. SL stressed that an inspection should not be about the day it should be like a normal day and we should treat an inspection day like a normal day. If we implement this there is no mad panic when we receive the telephone call. We have reduced teacher workload with meetings being cut back which has supported wellbeing and in-class CPD to cover what would have been through staff meetings, but on a more individualised level is now the focus. Everyone should be well prepared and moving forward.</p>
8	<p>Review and approval of Terms of Reference 2022/23</p> <p>Governors turned to consider the draft Terms of Reference for committees and portfolios which had been uploaded to OneDrive for review in August.</p> <p>Governors reviewed the draft Terms of Reference for FGB.</p> <p>DD reported that there had been discussions to decouple TOR from the SIP Committee and to create a brief School Improvement TOR. This would be easier to navigate.</p> <p>LPar asked why the Home Learning policy was not on the curriculum list. It was confirmed that it had been given to Senior Leadership to check.</p> <p>Action 22/01: TS to check that policies match the review schedule named in each set of TORs. [Subsequently amended: references to individual policies to be removed from TORs and the Policy Review Schedule will identify the "linked" committee/portfolio for each policy]</p> <p>LPar reported that the Curriculum TOR talk about incorrect KS4 outcomes and results – deleted.</p> <p>Governors reviewed the draft Terms of Reference for School Improvement Committee. It was felt that these should be separated out to be individual documents for each portfolio.</p> <p>Action 22/02: TS to draw up separate TORs for each of these areas previously contained within the SIC TORs.</p>

The Governor responsible for the Community and Parent Links Portfolio was previously SR and this role had been temporarily taken over by DD after her departure from FGB.

Action 22/03: Clerk to add item to the next agenda of SIC to obtain confirmation of this arrangement for 2022/23 school year.

Governors reviewed the draft Terms of Reference for the Finance portfolio.

Governors reviewed the draft Terms of Reference for Safeguarding.

Governors reviewed the draft Terms of Reference for the Personnel portfolio.

Governors reviewed the draft Terms of Reference for Health & Safety.

KG explained that the TOR were named Health, Safety and Welfare but there was nothing about welfare except milk for the under 5's and PP children. SL thinks the title is an old one.

Action 22/04: TS to check we can take 'Welfare' out of the title of the Health & Safety portfolio.

Governors reviewed the draft Terms of Reference for Premises.

It was agreed that H & S and premises could be amalgamated.

Action 22/05: DD & KG to work together on implementing the merging of the Premises and Health & Safety portfolios.

Governors reviewed the draft Terms of Reference for Headteacher's Appraisal.

The membership of this committee was confirmed as:

RW, KG, KHtt. KHtt to chair. Next appraisal was confirmed as 23rd September.

Governors reviewed the draft Terms of Reference for the Pay and Performance Committee.

The membership of this committee was confirmed as: DD, PH & SA.

Action 22/06: Chair of Pay & Performance Committee to be confirmed at next meeting.

Governors reviewed the draft Terms of Reference for the First Committee.

DD explained that there was a list of people who are not eligible listed, but who is eligible.

Action 22/07a: It was agreed that the wording needed slight modification. DD to liaise with TS

Governors reviewed the draft Terms of Reference for the Second Committee.

	<p>DD explained that there was a list of people who are not eligible listed, but who is eligible.</p> <p>Action 22/07b: It was agreed that the wording needed slight modification. DD to liaise with TS</p> <p>DD proposed, SL seconded subject to changes outlined above, the approval of the TORs for 2022/23.</p> <p>Decision: Governors approved the following Terms of Reference:</p> <ul style="list-style-type: none"> - FGB - School Improvement Committee - Finance - Safeguarding - Personnel - Premises and Health & Safety - Headteacher’s Appraisal - Performance and Pay - First Committee - Second Committee <p>DD explained that he no longer has responsibility for a portfolio but is the secondary person on the two biggest portfolios. He feels this offers flexibility for him to support other portfolio holders if there is a need.</p> <p>.</p>
9	<p>Governor Training</p> <p>None undertaken since last meeting. DSS have started circulating courses available.</p> <p>Action 22/08: TS to circulate courses available to governors.</p>
10	<p>Impact from this meeting (Chair)</p> <p>DD concluded that some useful discussion around outcomes for children, Business Interests had been signed and there was a plan for moving forward.</p> <p>Action 22/09: There would be a Skills Audit on 19/10/22. DD to liaise with TS.</p> <p>Action 22/10: Clerks’ appraisal to be organised for October.</p> <p>The next SIP meeting will be based on data from July data drop and big picture data information. SIP is being worked on and will hopefully be ready for first meeting.</p> <p>Action 22/11: DD to look at governors’ section of SIP and make recommendations.</p> <p>It was felt that there needed to be more work with interaction between governors and parents. MH suggested the use of School Spider survey. KH said that FGB need to show a presence to parents and make them more aware of the governors’ role.</p>

	As usual at the Housekeeping Meeting, some important formalities had been dealt with.
14	Next Meeting(s) SI: Weds 5 October 2022 FGB: Weds 19 October 2022 SI: Weds 30 November 2022 FGB: Weds 14 December 2022
15	AOB There was no AOB arising.
	The meeting ended at 7.30 pm.

Summary of decisions and proposed actions		
D	DD appointed as Chair for 2022/23	
D	RW appointed as Vice Chair for 2022/23	
D	FGB Minutes dated 20 July 2022 agreed and signed	
D	TORs for FGB, School Improvement Committee and all other committees and portfolios agreed subject to agreed changes outlined in these minutes	
Action: FGB 22/01	Clerk: references to individual policies to be removed from TORs and the Policy Review Schedule will identify the “linked” committee/portfolio for each policy.	
Action: FGB 22/02	TS to draw up separate TORs for each of these areas previously contained within the SIC TORs.	
Action: FGB 22/03	Clerk to add item to the next agenda of SIC to obtain confirmation of this arrangement for 2022/23 school year.	
Action: FGB 22/04	TS to check we can take ‘Welfare’ out of the title of the Health & Safety portfolio.	
Action: FGB 22/05	DD & KG to work together on implementing the merging of the Premises and Health & Safety portfolios.	
D	Headteachers Appraisal Committee agreed	
D	Pay Committee agreed	
Action: FGB 22/06	Chair of Pay & Performance Committee to be confirmed at next meeting.	
Action: FGB 22/07	DD to liaise with TS to amend wording on First & Second Committee TORs	
Action: FGB 22/08	TS to circulate available governor training opportunities	

Action: FGB 22/09	DD to liaise with TS about skills audit	
Action: FGB 22/10	Clerk's appraisal to be organised for October.	
Action: FGB 22/11	DD to take initial look at governors section of SIP and make recommendations to FGB	

These minutes are agreed by those present as being a true record.	
Signed (Chair of Committee)	Date

Detail of next meeting			
Date/Time	Wednesday 5 October 2022	Location	School (unless otherwise advised)