

Hazeldown School Governing Body

Full Governing Body Committee Meeting – Part 1 Minutes					
Date/Time	19 October 2022 at 6:30pm				
Location	Hazeldown Primary School				
Chaired by	Dave Dawson				
Attendees		Role	Attendees	Init	Role
Dave Dawson	RW	LA Chair	Kevin Gough	KG	Parent
Ruth Walters	RW	Co-opted Vice Chair	Paul Hamilton	PH	Parent
Stuart Ludford	SL	Headteacher	Kirsty Prentice	KP	Parent
Jasmine Banning	JB	Staff	Laura Parfitt	LPar	Parent
Kelly Harnett	KHtt	Co-opted			

Apologies	Initials	Role	Absent without apology	Initials	Role
Samantha Atkinson	SA	Co-opted			

In Attendance	Initials	Role
Tim Synge	TS	Clerk
Lee Goodenough	LG	Associate Member
Kit Hardee	KHee	Associate Member

Minutes to
Attendees
School website

	Agenda	Led by
1	Apologies	Clerk
2	Declarations of interest	Clerk
3	Agree minutes of last meeting: 7 Sept 2022	Clerk
4a	Matters arising from previous meeting: 7 Sept 2022	Clerk
4b	Matters referred from School Improvement Committee: 5 October 2022	Clerk
5	Review terms of office	Clerk
6	Review of Governor Effectiveness	DD
7	School Improvement Plan	SL
8	Headteacher's Report	SL
9	Portfolio Report: Finance	PH
10	Portfolio Report: Personnel	KHtt
11	Portfolio Report: Safeguarding	SA
12	Portfolio report: Premises and Health & Safety	KG
13	Policies for review and approval	Various
14	Governor Training	Various
15	Impact from this meeting	DD
16	Next Meeting(s)	Clerk
17	AOB	Clerk

Item	Details of discussion
1	<p>Apologies</p> <p>Apologies were received from SA. DD chaired the meeting.</p>
2	<p>Declarations of Interest</p> <p>There were no declarations of interest in respect of the business of this meeting.</p>
3	<p>Agree minutes of last meeting: 7 September 2022</p> <p>The minutes of the housekeeping meeting held on 7 September 2022 were agreed as a fair record of the meeting and were signed by the Chairman.</p>

4	Matters arising from previous minutes: 7 September 2022		
	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.	Done and uploaded to OneDrive on 15 Sept
	Action: FGB 22/02	TS to draw up separate TORs for each of these areas previously contained within the SIC TORs.	Done and uploaded to OneDrive on 15 Sept
	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.	Referred to SIC and dealt with there on 5 Oct 2022
	Action: FGB 22/04	TS to check we can take 'Welfare' out of the title of the Health & Safety portfolio.	Confirmed
	Action: FGB 22/05	DD & KG to work together on implementing the merging of the Premises and Health & Safety portfolios.	Done and KG is now working on the first report from the new merged portfolio
	Action: FGB 22/06	Chair of Pay & Performance Committee to be confirmed at next meeting.	DD confirmed that he would chair the next meeting (in November 2022) and that PH may subsequently take on this role
	Action: FGB 22/07	DD to liaise with TS to amend wording on First & Second Committee TORs.	Done and uploaded to OneDrive on 15 Sept
	Action: FGB 22/08	TS to circulate available governor training opportunities.	Ongoing (to be removed from Actions list)
	Action: FGB 22/09	DD to liaise with TS about skills audit.	Done and Skills Audit re-issued to all Governors on 10 October Action: once all replies to Skills Audit received, Clerk to circulate new grid to all members of FGB.
	Action: FGB 22/10	Clerk's appraisal to be organised for October.	Arranged and this will take place on 2 November. Any Governors with feedback or comments; please forward these to DD. Governors welcome to join DD and SL if they wish.
Action: FGB 22/11	DD to take initial look at governors section of SIP and make recommendations to FGB	Referred to SIC and dealt with there on 5 Oct 2022	

4b	Matters referred from School Improvement Committee: 5 October 2022	
	SI 22/02	Clerk to add Community & Parent Links [portfolio report (circulated on 5 October and available on OneDrive) to next meeting of FGB A copy was been added to the OneDrive folder for this meeting.
	<p>KP summarised key findings from her report. This covered inter alia social media usage by the School. The new School website (designed and hosted by School Spider) was almost ready to launch, the main remaining issue being a glitch in the linking of the website to the School's Facebook feed. KHee provided some further detail on this.</p> <p>KP confirmed that she would email Governors with details of the forthcoming Parents' Evenings and share with them opportunities for Governor attendance, This was an important opportunity for FGB to raise its profile with parents and to support visibly the work of staff. DD agreed that Governor attendance at Parents' Evenings and at "celebration" or school community events was important.</p> <p>SL reflected on the importance of bringing parents back into the School. The recent maths information event, focused on the mastery approach, how we work in school and how parents can best support that, had attracted over 100 parents, which was very encouraging. Future plans included some sessions "training" parents on aspects of the School's approach, such as offering guidance on how to support home learning activities and explaining how the School goes about teaching.</p> <p>DD thanked KP for a useful and informative Community & Parent Links report.</p>	
5	<p>Review terms of office</p> <p>The Clerk reminded Governors that, following SR's resignation, there was one vacancy, however there was no urgency to fill this vacancy. The Governing Body had an active and engaged membership and it would be appropriate to wait until after the review of FGB effectiveness which was planned for the Autumn Term before making any decisions on this.</p> <p>DD reported that an enquiry from a parent regarding opportunities to become a parent governor had been received earlier this month. A response explaining the plans for this term had been issued and the parent's details would be retained on file for further consideration of this enquiry after the effectiveness review.</p>	
6	<p>Review of FGB effectiveness</p> <p>DD reminded Governors that this review was timetabled for Friday 25 November.</p> <p>There were two main sources of information and evidence for the reviewer to consider: a file of documents and records which the Clerk was in the process of compiling and a series of meetings which needed to be timetabled. The</p>	

	<p>reviewer would meet with the Chair, the Headteacher and the Clerk and had also requested meetings with two other Governors, one “new” and one “experienced”. DD invited Governors to contact him if they were available for one of these. The meetings could be in person (in School) or by telephone. Governors who were in School could also attend the debrief at the end of the review day.</p> <p>This day should not be seen as an audit, but as a constructive review which would enhance the work of the FGB.</p> <p>The Clerk reminded Governors that the School had opted for the standard review as opposed to the enhanced version and this meant that FGB should expect to develop and implement its own action plan following the review rather than have this led by the reviewer.</p>
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7	<p>School Improvement Plan</p> <p>SL introduced the draft School Improvement Plan 2022/23. This had been uploaded to OneDrive for Governors to consider before approving it at this meeting.</p> <p>SL reported that Helen Eversett (“HE”), a School Effectiveness Adviser with DCC, had suggested a couple of tweaks to the Plan. Firstly, she felt there could be more focus on curriculum “endpoints” to document what the desired endpoints should be, by subject, at the end of each year. Secondly, she considered that it would be helpful, when writing about knowledge, to be more “academic”, for example by highlighting the research-based learning inherent in the School’s approach.</p> <p>SL intended to introduced these amendments when he heard from HE in the next few days.</p> <p>SL and LG drew attention to a new initiative consisting of focused strategy development on what the School does for children with the Pupil Premium. The term being used in relation to SEND was no longer differentiation, but adaptive teaching. There was now a strand relating to SEND in each section of the Plan.</p> <p>SL said that he intended to add a one-page link document between the Plan and the Pupil Premium strategy, as the latter was a substantial document. The Pupil Premium Strategy should have a three-year reach, however changes on this cohort from year to year made planning beyond one year challenging, as numbers and underlying circumstances changed annually.</p> <p>SL indicated that the Plan would, as in past years, be updated termly. He may experiment with electronic annotation and tracking rather than by means of coloured pens.</p> <p>In conclusion, he noted that HE’s focus was on ambition.</p>
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7	<p>School Improvement Plan (continued)</p> <p>Turning to Governor visits, SL shared a proposed visits schedule which he had uploaded to OneDrive. In response to LPar, who suggested that some areas were specialist and may be difficult for Governors to assess, SL stated that he intended that these visits would be accompanied in order to ensure that the maximum benefit was obtained for all.</p> <p>DD reminded Governors that it was important to resume these visits this year.</p> <p>A provisional running order was agreed during the meeting, as follows:</p> <p>Autumn 2 (RW): SEND Curriculum displays and development of working walls</p> <p>Spring 1 (DD): Rigour within specific subjects Use of retrieval quizzes</p> <p>Spring 2 (LPar): Coverage of curriculum (We will be halfway through the new Curriculum 22) Does intended coverage match actual coverage? How confident are subject leaders that this is the case? Do books tell the same story?</p> <p>Summer 1 (KHtt): Early Years – Foundation Stage Unit</p> <p>Summer 2 (PH): Quality of teaching and learning – a focus on learning through pupil conferencing and looking at books.</p> <p>Decision: FGB approved the School Improvement Plan 2022/23 subject to the two minor amendments described by SL.</p> <p>DD thanked SL for his work on the new Plan.</p>
8	<p>Headteacher’s Report</p> <p>DD thanked SL for his report. He and SL noted that there were some pleasing developments, including strong pupil numbers (a position which was not shared by all schools locally), positive comments from informed third parties in relation to Little Acorns and a promising start by the postholder in the new Site Manager role.</p> <p>SL reported further on recent developments. HE (see previous item) had looked at the curriculum on her last visit. She was very positive about the School’s work. The hard work done by LG had paid dividends and the effects of this were apparent to HE, who had also looked at the work of the Art Lead and the Maths Lead. These two had been very articulate and well-informed about their subjects.</p>

8	<p>Headteacher’s Report (continued)</p> <p>SL reported on a Zoom call with Cornerstones. They had acknowledged and praised the steps the School had taken to tailor the Cornerstones curriculum framework to make it “its own”. They wanted to use Hazeldown as a case study for other clients. LG had now had time to work on the Cornerstones approach and to adapt this for Hazeldown and this had enabled the School to make much better use of it than previously.</p> <p>SL reported on the Site Manager role. The contract was being structured to provide an appropriate profile of termtime and holiday cover which would minimise the load on members of SLT.</p> <p>SL reported that one member of teaching staff had decided that they wished to move away from teaching and that they were considering a role as a TA should this be available. He anticipated that the individual, who was not new to teaching but was relatively new to the School, might give notice by half term in order to effect a departure by the end of the Autumn Term. The School would ensure that any transition was done with the best interests of the pupils in mind; for example, there could be a phased reduction in hours over the second half of term as a new teacher was introduced.</p> <p>A discussion ensued on the recruitment and selection process and Governors noted that SLT was determined to learn any possible lessons from this so as to minimise the likelihood of suboptimal recruitment decisions in the future.</p> <p><i>KHtt asked SL and SLT what was being done to minimise the impact on children and they explained this (while maintaining confidentiality regarding the identity of the individual and the year group affected).</i></p> <p><i>KHtt asked also what steps were being taken to minimise the additional pressure on SLT as it was possible that they may need to provide additional cover in the short term and this was also explained.</i></p> <p>DD thanked SL for the Headteacher’s Report and his additional briefing.</p>
9	<p>Portfolio Report: Finance</p> <p>PH presented his Finance portfolio report. There was going to be an in-year overspend in 2022/23 as a result of the teachers’ pay award made in September 2022. At 5%, this was far in excess of the recommended figure for budgeting purposes given by DCC at the time the budget was prepared. Similarly, utilities had been budgeted on the basis of DCC advice in the early summer and the budget would be exceeded this year.</p> <p><i>KG asked whether the new kitchen project should be deferred and the available funds applied to reduce or reverse the operating shortfall. A wide and varied discussion ensued on this. PH responded that a “pot” was available and that some of this had already been expended on the project. There would be a long-term benefit and the level of forthcoming cost increases to be imposed by TCS (the contractor at present) was unknown. He also acknowledged that DCC does not accept the submission of deficit budgets and, if a school does find this necessary, a recovery plan is also mandatory showing how the school will get out of deficit.</i></p>

9	<p>Portfolio Report: Finance (continued)</p> <p>SL noted that the School still needed to draw up an operating budget to accompany the capital investment budget and that this would need to be considered as part of the decision. This should model the expected charges/revenue and the expected costs. <i>KG said that a full cost-benefit analysis should be considered by Governors.</i></p> <p><i>RW cautioned about the risks of running a kitchen in-house. The School would be exposed to cost increases, to staffing risks and pressures and would be directly responsible for quality issues. Some of these could of course be opportunities as much as risks.</i></p> <p>PH reported on the Early Schools and Pre-School activities and their current-year financial positions and outlooks. Both were healthy.</p> <p><i>DD had posed the following question to the School Business Manager on the portfolio report: “Site Manager – Actual, committed and Forecast spend has appeared in line 205 to cover the appointment of site manager. Given that money was included to change the caretaker role when budget was set, should at least a %age of this be reduced from some other line in the budget thus reducing the forecast overspend?”</i></p> <p>The School Business Manager had responded: “We have had several unforeseen expensive repairs this financial year. Repairs to broken window winders £2365, replacement of lights to LED £579.17, repairs to the intruder alarm £516.83, Boiler repairs £1284.69 and electrical repairs required that were identified during PAT testing £1088.17. Although we always budget for unexpected repairs this year has seen more than predicted.”</p> <p>DD thanked PH for his report.</p> <p>Decision: Governors noted the content of the finance portfolio report.</p>
10	<p>Personnel Report</p> <p>No report was due. KHtt stated that there were no urgent issues requiring Governor attention, the likely departure of a teacher having already been reported.</p>
11	<p>Portfolio Report: Safeguarding</p> <p>SA had uploaded her report to OneDrive before the meeting and had also circulated a couple of one-minute guides for Governors to study.</p> <p>DD noted the attention to safeguarding matters evidenced by PH in his finance portfolio report and commended this to all.</p> <p>KHee reminded all to respond to his email of 14 October if they had not already done so and to return their certificate to him as soon as possible.</p> <p>Action: all Governors and Clerk to complete the Autumn 2022 Safeguarding training and assessment.</p>

	<p>Action: Clerk to add KCSIE 2022 to OneDrive.</p> <p>Action: KHee to review Governor coverage for Safer Recruitment training and determine whether any additional or renewal training is due. (Note that at least one person on any interview panel must have Safer Recruitment training.)</p>
12	<p>Portfolio Report: Premises and Health & Safety</p> <p>No portfolio report was due at this meeting.</p>

13	<p>Policies for approval</p> <p>Governors considered the policies which were due for approval at this meeting.</p> <p>SA had reviewed the Safeguarding Policy and had briefed DD on this review. She recommended this for approval.</p> <p>Decision: Governors approved the Safeguarding Policy (approval date: 19 October 2022).</p> <p>PH had reviewed the Tewachers' Pay Policy. A couple of details would need to be finalised once pay arrangements were finalised and confirmed by DCC, but the policy was otherwise sound.</p> <p>Decision: Governors approved the Teachers' Pay Policy subject to routine amendments which were awaited (approval date: 19 October 2022).</p> <p>PH recommended the Charging and Remissions Policy for approval.</p> <p>Decision: Governors approved the Charging and Remissions Policy (approval date: 19 October 2022).</p> <p>KP had reviewed the Complaints Policy. DD drew attention to one phrase "however made" which he thought could expose the School in the event that a complainant made a remark in a forum (eg social media) without specifically notifying the School. Although the formal routes for complaints were made clear in the Policy, this created room for uncertainty and should be removed.</p> <p>Decision: Governors approved the Complaints Policy subject to this minor amendment (approval date: 19 October 2022).</p> <p>JB recommended the Governor Visits Policy for approval.</p> <p>Decision: Governors approved the Governor Visits Policy (approval date: 19 October 2022).</p> <p>LPar had reviewed the Curriculum Policy. She suggested that the phrase "modern Britain" should be expanded to reflect a more international outlook and this was agreed.</p>
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	<p>Decision: Governors approved the Curriculum Policy subject to this minor amendment (approval date: 19 October 2022).</p> <p>RW had reviewed both the Teaching & Learning Policy and the More Able and Talented Policy. She suggested that the first of these should refer to North Star as this was a key component of the School's overall strategy and this was agreed. She noted too that there were sections on the role of Governors and on the role of parents and that, although the role of teachers was a key underlying element of the Policy, this was not explicitly referenced. This did not need much additional drafting, as much of the policy related to the work of teachers, but this work was not acknowledged. RW agreed to email SL with a note of her suggestions following which SL would finalise the policy.</p> <p>The More Able and Talented Policy contained some legacy references to Gifted and Talented which should be replaced but it was otherwise suitable for approval.</p> <p>Decision: Governors approved the Teaching & Learning Policy and the More Able and Talented Policy subject to these minor amendments (approval date: 19 October 2022).</p>
14	<p>Governor Training</p> <p>RW had attended a Chair's Forum on The Governor Role in School Improvement Planning on 3 October and had already reported on this at School Improvement Committee.</p>
15	<p>Impact from this meeting</p> <p>DD summarised the key outcomes of the meeting. The School Improvement Plan 2022/23 had been approved and would guide and inform much of the activity of SLT and FGB over the coming year. Some important challenges – including financial and staffing – had been recognised and plans to address these had been discussed. The programme of policy review continued on schedule. He felt that the School was in a good position as it began to orient itself for the “new normal” following the COVID-19 pandemic.</p> <p>Action: DD to circulate proposed dates for Pay Committee (ideally the first week after half term).</p>
16	<p>Next Meeting(s)</p> <ul style="list-style-type: none"> ● SIC: Weds 30 Nov 2022 ● FGB: Weds 14 Dec 2022 ● SIC Wednesday 25 January 2023 ● FGB Wednesday 8 February 2023
17	<p>AOB</p> <p>There were no items of AOB.</p>
	<p>The meeting ended at 8.25pm.</p>

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Summary of decisions and proposed actions		
FGB 22/12	Action: once all replies to Skills Audit received, Clerk to circulate new grid to all members of FGB.	Clerk
FGB 22/13	Action: all Governors and Clerk to complete the Autumn 2022 Safeguarding training and assessment.	All
FGB 22/14	Action: Clerk to add KCSIE 2022 to OneDrive.	Clerk
FGB 22/15	Action: DD to circulate proposed dates for Pay Committee	DD
FGB 22/15	Action: KHee to review Governor coverage for Safer Recruitment training and determine whether any additional or renewal training is due.	KHee
7	Decision: FGB approved the School Improvement Plan 2022/23 subject to the two minor amendments described by SL.	
13	Decision: Governors approved the Safeguarding Policy (approval date: 19 October 2022).	
13	Decision: Governors approved the Teachers' Pay Policy subject to routine amendments which were awaited (approval date: 19 October 2022).	
13	Decision: Governors approved the Charging and Remissions Policy (approval date: 19 October 2022).	
13	Decision: Governors approved the Complaints Policy subject to the minor amendment referenced in these minutes (approval date: 19 October 2022).	
13	Decision: Governors approved the Governor Visits Policy (approval date: 19 October 2022).	
13	Decision: Governors approved the Curriculum Policy subject to the minor amendment referenced in these minutes (approval date: 19 October 2022).	
13	Decision: Governors approved the Teaching & Learning Policy and the More Able and Talented Policy subject to the minor amendments referenced in these minutes (approval date: 19 October 2022).	

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

