

## Hazeldown School Governing Body

Full Governing Body Committee Meeting – Part 1 Minutes					
Date/Time	24 May 2023				
Location	Hazeldown Primary School				
Chaired by	Dave Dawson				
Attendees		Role	Attendees	Init	Role
Dave Dawson	RW	LA Chair	Paul Hamilton	PH	Parent
Stuart Ludford	SL	Headteacher	Kirsty Prentice	KP	Parent
Ruth Walters	RW	Co-opted	Laura Parfitt	LPar	Parent
Kelly Harnett	KHtt	Co-opted	Kevin Gough	KG	Parent
Samantha Atkinson <i>(present for items 1-7 and item 10)</i>	SA	Co-opted			
Jasmine Banning <i>(present for items 1-6 and item 10)</i>	JB	Staff			

Apologies	Initials	Role	Absent without apology	Initials	Role
Kit Hardee	KHee	Associate Member			

In Attendance	Initials	Role
Tim Synge	TS	Clerk
Lee Goodenough	LG	Associate Member
Ruth Doughty	RD	Prospective Governor

Minutes to
Attendees
School website

	<b>Agenda</b>	<b>Led by</b>
1	Apologies	Clerk
2	Declarations of interest	Clerk
3	Agree minutes of last meeting: 29 March 2023	Clerk
4	Matters arising from previous meeting: 29 March 2023	Clerk
5	Review terms of office	Clerk
6	Headteacher's Report	SL
10	Portfolio Report: Safeguarding (taken after item 6)	SA
7	Oral report from the working party on the proposed kitchen project	SL
8	Portfolio Report: Finance	PH
9	Portfolio Report: Personnel	KHtt
11	Portfolio report: Premises and Health & Safety	-
12	Ofsted preparation	SL
13	Policies for review and approval	Various
14	Governor Training	Various
15	Safeguarding Training	SL
16	Impact from this meeting	DD
17	Next meeting	Clerk
18	AOB	Clerk

Item	Details of discussion
1	<p><b>Apologies</b></p> <p>There were no apologies. DD chaired the meeting.</p> <p>DD welcomed RD to the meeting. RD was attending as an observer and as a prospective Governor. Introductions were made.</p>
2	<p><b>Declarations of Interest</b></p> <p>JB informed the meeting that her father was the proprietor of Banning Carpentry and Building Services, a local company which may possibly be under consideration in connection with the proposed kitchen project. She had no involvement with the company, however wanted Governors to be aware of this link.</p>
3	<p><b>Agree minutes of last meeting: 29 March 2023</b></p> <p>The minutes of the previous FGB meeting held on 29 March 2023 were agreed as a fair record of the meeting and were signed by the Chairman.</p>

4	<b>Matters arising from previous minutes: 29 March 2023</b>		
	FGB 22/21	Action: DD to summarise proposals on review of FGB effectiveness and bring back to FGB before the end of this school year.	DD and the Clerk will work on this before the next FGB meeting. Carry forward.
	FGB 22/22	Action: DD, KP and RW to meet as a separate subgroup to examine opportunities for Governor engagement with parents and bring forward proposals. Other Governors welcome to join them. DD to arrange.	DD will arrange this during the Summer Term. Carry forward.
5	<p><b>Review terms of office</b></p> <p>DD reported that the School was now holding two expressions of interest from parents who had enquired about becoming a Governor. The Clerk confirmed that a change in the Governing Body's constitution (which currently specified a maximum of 11 Governors) could be amended if required. Alternatively a parent governor election process could be launched.</p> <p><b>Action: Clerk to write to both parents to establish their interest and request some information about their skills and experience.</b></p> <p>LPar advised Governors that, due to a planned forthcoming career change, she would no longer be able to commit the time required for the role from September onwards. With regret, she was therefore going to step down from FGB with effect from the final meeting of the Summer Term. DD responded on behalf of FGB to say that her work had always been hugely valuable and that she would be missed.</p>		
6	<p><b>Headteacher's Report</b></p> <p>SL reminded Governors that they should feel able to suggest changes to the structure and content of his report if they felt that this was desirable.</p> <p>SL provided an update on SATs. The KS2 papers had been sent off for marking. SL thanked Governors for their attendance during SATs week; this helped to maintain and demonstrate suitable scrutiny and control over the process. KS1 SATs would finish this week and were marked internally. After the half-term break, there would be the multiplication tables check and phonics screening. This would be administered by experienced teachers.</p> <p>Turning to staffing, an internal appointment to the Team Leader post had been made after careful consideration of some high-quality applications and SL described various plans in relation to deployment of TAs.</p>		

6	<p><b>Headteacher's Report (continued)</b></p> <p>Residential courses were now in progress and Year 4 were away this week. Activity week was imminent and staff were responding well to the many demands placed on them at this time of year. Some children were apprehensive about the prospect of staying away from home overnight and SL felt that this reflected the lack of opportunity to be away from home or to attend sleepovers during the COVID-19 pandemic.</p> <p>There were some issues in relation to grounds management. The grass had been cut today, but the contractors were not currently offering a satisfactory service and SMT would look into this.</p> <p>SL noted that SMT was dealing with a couple of parental concerns at present and working through these. Many children were less resilient than previous cohorts and could be said to be struggling. There were no major behavioural challenges, but anxieties and apprehension. Governors should be aware of this trend.</p> <p>Helen Eversett of DCC had reported orally on her review visit to look at inspection readiness and the written report had just come in at the start of this meeting. She had been persistent in her questioning and probing of staff and had identified some vulnerabilities. A lot of her findings and observations were positive, but there were some agreed "next steps" and opportunities to be considered. Her oral feedback had included some recommendations and SL expected these to be mirrored in the written report. The School could be more specific on planned retrieval of learning and offer greater clarity on learning objectives. She had picked up on EYFS issues following a long-term staff absence and this was already being addressed. There were matters to consider in relation to SEND and the use of Individual Education Plans (IEPs). Children's behaviour was good, but it was evident that they did not always understand the concept of behaviour in a broader context. These were observations made in the context of much positive feedback.</p> <p><b><i>DD suggested that this would provide useful material for incorporating into the next version of the School Improvement Plan.</i></b></p> <p>DD noted that the School appeared to have made some strong appointments for September. He also recognised the value of the approach being taken to the Health &amp; Safety portfolio by KG and the positive action which the latter's recommendations had led to. He thanked SL for an informative and useful report.</p>
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10	<p><b>Portfolio Report: Safeguarding</b> <i>(taken after item 6)</i></p> <p>DD acknowledged the good work being carried out in this area by the School Librarian. SA had drawn attention to the value of this work in her report. SA explained that this was a valuable role and that the postholder had flexibility to meet pupils during the school day and to follow up where necessary with parents. SA's visit had provided a good opportunity to triangulate her observations with reports from SMT. She wanted Governors to be aware of the importance of this work in the range of safeguarding activity carried out by the School.</p> <p>SA had also acknowledged the work done by LG in the assembly which she had attended.</p> <p>DD thanked SA for her report.</p> <p><i>JB left the meeting after this item.</i></p>
7	<p><b>Oral report from the working party on the proposed kitchen project</b></p> <p>KG reported on the earlier meeting of the working party. He commended the work done by the School Business Manager (SBM) to prepare for the project including obtaining quotes and planning the logistics of the project.</p> <p>KG recommended that the Board should approve the paper written by the SBM and circulated by email to all Governors on 21 May. The SBM had gone through a thorough process and there had been additional support for the working party's deliberations through the involvement of Associate Member JH who had particular expertise in related areas.</p> <p>The three quotes received had been carefully considered and compared and the paper set out key areas of difference where judgements had been made. In respect of a new boiler, Governors noted that only two quotes were available, despite many attempts to obtain at least three, and they accepted this as it was not a major part of the overall project.</p> <p>RW drew a distinction between the building work, which should be relatively straightforward, and the ongoing operation and management of the kitchen facility, which would most likely bring new challenges to the members of SMT. She was reassured by the involvement of Educatering, an independent school catering provider and consultancy.</p> <p>SL summarised by saying that the build could proceed this Summer. Invitations to tender had now been issued to three builders for the required building works. (One of these had been issued to Banning Carpentry and Building Services, a firm in which JB had declared a family interest, however she was not involved in considering quotes (and was not present for this item of the meeting).</p> <p>SL said that TCS would continue to provide lunches until April 2024. This would give time for the School to evaluate alternative options.</p>

7	<p><b>Oral report from the working party on the proposed kitchen project (continued)</b></p> <p>PH offered a financial viewpoint. The funds for this project were currently available to the School following careful management of budgets. If the opportunity was not taken now to invest in the fabric of the School in this way, there was a risk that funds would be utilised to cover possible future budget shortfalls and that the project would become unaffordable if delayed. Currently, the project appeared to be on budget with a small contingency still in place.</p> <p>PH confirmed that Fair Value criteria had been observed during the contractor selection process.</p> <p><b>Decision: the Board approved the appointment of JTA as the lead installer and instructed SMT to proceed with the kitchen project on the basis of an outline total budget of £100k.</b></p> <p>DD thanked all those who had been involved with the planning of the project.</p> <p><i>SA left the meeting after this item.</i></p>
8	<p><b>Portfolio Report: Finance</b></p> <p>PH presented his Finance portfolio report. It was early in the new financial year and there were no significant variances in the figures to report. The wider financial landscape was uncertain and the outlook for school funding continued to be challenging. The School budget for 2023/24 had been set with the intention of making the best possible provision for the children.</p> <p>Turning to the supplementary information uploaded to OneDrive, PH reported that the schedules had been prepared by the SBM. PH had raised some questions about these and one matter was still being followed up; this related to school meal income. The amount under query was not material to the overall figures and he would monitor its resolution. The financial liaison officer from DCC would as usual have a role in preparing the term-end figures for the next meeting.</p> <p>RW asked whether there had been any parent reaction to the price increases introduced for the Pre-School and Extended School operations. SL said that there had been none and that this had gone smoothly.</p> <p>DD thanked PH for his report.</p>
9	<p><b>Personnel Report</b></p> <p>DD introduced KHtt's personnel portfolio report and noted the work being done by the School to support and develop Early Career Teachers.</p> <p>KHtt added one comment to her written report: during her visit to the School, she had checked that staff absences were being properly followed up when absence trigger points were reached and she was able to confirm that this system was operating in a satisfactory manner.</p>

	DD noted that one ECT had been receiving some additional support for the role. SL explained that a move to a different role was in progress.
11	<p><b>Portfolio Report: Premises and Health &amp; Safety</b></p> <p>No report was due at this meeting. KG informed the meeting that there was nothing requiring the attention of FGB at this time.</p>
12	<p><b>Ofsted preparation</b></p> <p>SL introduced the Inspection Data Summary Report (“IDSR”) for Hazeldown and led a review of its structure and contents. This was not a public document, but its contents were available to the School and to the inspection team. The inspection team would study the IDSR in planning their visit and the contents would inform their work.</p> <p>SL led a review of key contents including Areas of Interest (some of which may well be explained or responded to through the mechanism of the Self-Evaluation Form (“SEF”) which the School would complete prior to the visit). Contents of the IDSR included absences, suspensions and exclusions and SL reminded Governors what each of these terms meant. He explained the sections on School and Local Context and highlighted School Characteristics. Other sections included LA Information, Staff Absences, Staff Retention, Socio-Economic Factors, Finance and Ethnicity.</p> <p>SL highlighted some of the pupil data contained in the IDSR including Year Groups, Prior Attainment, SEND Characteristics and Progress and Attainment. He advised Governors that the inspection team would expect them to be familiar with this document and its relevance.</p>
13	<p><b>Policies for approval</b></p> <p>Governors considered the policies which were due for approval at this meeting. All had been made available on OneDrive for the previous two weeks.</p> <p>KHtt had reviewed the Staff Grievance Policy and recommended it for approval.</p> <p><b>Decision: FGB approved the Staff Grievance Policy (approval date: 24 May 2023).</b></p> <p>KP reported that the Pre-School Admissions Policy had been approved by FGB at its previous meeting.</p> <p>KG had reviewed the Outdoor Education and Offsite Activities Policy and the three distinct Standard Operating Procedure documents which accompanied this.</p> <p><b>Decision: FGB approved the Management of Outdoor Education, Visits and Offsite Activities Policy (approval date: 24 May 2023).</b></p>

13	<p><b>Policies for approval (continued)</b></p> <p><b>Decision: FGB approved the Standard Operating Procedure (Day Visits Using Transport) (approval date: 24 May 2023).</b></p> <p><b>Decision: FGB approved the Standard Operating Procedure (Day Visits Walking From School) (approval date: 24 May 2023).</b></p> <p><b>Decision: FGB approved the Standard Operating Procedure (UK Residential Visits) (approval date: 24 May 2023).</b></p> <p>Governors noted that each of these Standard Operating Procedure documents would be tailored so as to contain a trip-specific risk assessment for each visit and that these were each approved by a member of SMT.</p> <p>KG pointed out that there was a reference to a two-year review cycle in one of these documents and SL agreed to have it amended to reflect FGB's annual review cycle.</p> <p>LPar reported that she had reviewed the RSHE Policy and was happy to recommend it for approval.</p> <p><b>Decision: FGB approved the RSHE Policy (approval date: 24 May 2023).</b></p> <p>KG reported that he had reviewed the Drugs Education and Incident Management Policy and that he was happy to recommend it for approval.</p> <p><b>Decision: FGB approved the Drugs Education and Incident Management Policy (approval date: 24 May 2023).</b></p> <p>RW reported that she had reviewed the Attendance Policy and was happy to recommend it for approval.</p> <p><b>Decision: FGB approved the Attendance Policy (approval date: 24 May 2023).</b></p> <p>SL advised Governors that a rewrite of the Attendance Policy was likely, as the DfE had issued some new guidelines which did not yet have statutory effect. Until they did, the Local Authority would not issue guidance on their implementation and the policy could not be amended.</p>
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14	<p><b>Governor Training</b></p> <p>Governors noted the recent and forthcoming training courses attended by members of FGB.</p> <p>PH had attended the course on “Ofsted: What the Board should expect and How to Prepare” and had found this very useful.</p> <p><b>Action: Clerk to book this course (next opportunity: 14 June) for DD and RW.</b></p> <p>DCC had changed the date of the “Headteacher’s Appraisal course and KG had been unable to attend.</p> <p><b>Action: Clerk to book next Chairs’ Forum course (26 June) for DD.</b></p>
15	<p><b>Safeguarding Training</b></p> <p>In view of the limited time available tonight, this would be held over until FGB2 on 19 July.</p>
16	<p><b>Impact from this meeting</b></p> <p>DD highlighted the approval of the decision to proceed with the kitchen project; this was an important project for the School. He noted too that Governors were increasingly obtaining a clear understanding of the School’s progress and of its plans for the future.</p>
17	<p><b>Next Meeting(s)</b></p> <ul style="list-style-type: none"> <li>● SIC Wednesday 5 July 2023 (including consideration of the School Improvement Plan)</li> <li>● FGB Wednesday 19 July 2023</li> </ul>
18	<p><b>AOB</b></p> <p>DD reminded Governors that, if possible, their attendance at the forthcoming parents’ evenings on 27 and 29 June would be much appreciated.</p>
	<p>The meeting ended at 8:25pm.</p>

<b>Summary of decisions and proposed actions</b>		
<i>Actions</i>		
FGB 22/21	DD to summarise proposals on review of FGB effectiveness and bring back to FGB before the end of this school year.	DD and the Clerk will work on this before the next FGB meeting.
FGB 22/22	DD, KP and RW to meet as a separate subgroup to examine opportunities for Governor engagement with parents and bring forward proposals. Other Governors welcome to join them. DD to arrange.	DD will arrange this during the Summer Term.
FGB 22/23	Clerk to write to both parents to establish their interest and request some information about their skills and experience.	Clerk
FGB 22/24	Clerk to book "Ofsted: What the Board should expect and How to Prepare" (next opportunity: 14 June) for DD and RW.	Clerk
<i>Decisions</i>		
Item 10	The Board approved the appointment of JTA as the lead installer and instructed SMT to proceed with the kitchen project on the basis of an outline total budget of £100k.	-
Item 13	FGB approved the Staff Grievance Policy (approval date: 24 May 2023)	
Item 13	FGB approved the Management of Outdoor Education, Visits and Offsite Activities Policy (approval date: 24 May 2023).	
Item 13	FGB approved the Standard Operating Procedure (Day Visits Using Transport) (approval date: 24 May 2023).	
Item 13	FGB approved the Standard Operating Procedure (Day Visits Walking From School) (approval date: 24 May 2023).	
Item 13	FGB approved the Standard Operating Procedure (UK Residential Visits) (approval date: 24 May 2023).	
Item 13	FGB approved the RSHE Policy (approval date: 24 May 2023).	
Item 13	FGB approved the Drugs Education and Incident Management Policy (approval date: 24 May 2023).	
Item 13	FGB approved the Attendance Policy (approval date: 24 May 2023) while noting that a rewrite was imminent.	

These minutes are agreed by those present as being a true record.

Signed (Chair of Committee)	Date
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