

Hazeldown School Governing Body

Full Governing Body Committee Meeting – Part 1 Minutes					
Date/Time	13 September 2023				
Location	Hazeldown Primary School				
Chaired by	Dave Dawson				
Attendees		Role	Attendees	Init	Role
Dave Dawson	DD	LA Chair	Paul Hamilton	PH	Parent
Stuart Ludford	SL	Headteacher	Kirsty Prentice	KP	Parent
Ruth Walters	RW	Co-opted	Kevin Gough	KG	Parent
Samantha Atkinson	SA	Co-opted			
Ruth Doughty	RD	Co-opted			
Jasmine Banning	JB	Staff			

Apologies	Initials	Role	Absent without apology	Initials	Role
Kelly Harnett	KHtt	Co-opted			

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

Minutes to
Attendees
School website

	Agenda	Led by
1	Apologies	Clerk
2	Election of Chair and Vice Chair	Clerk
3	Register of Business Interests	Clerk
4	Agree minutes of last meeting: 19 July 2023	Clerk
5	Matters arising from previous meeting: 19 July 2023	Clerk
6	Review terms of office	Clerk
7	Start of term welcome from the Chair	Chair
8	Confirmation of schedule of meetings for 2023/24	Chair
9	Curriculum Visits 2023/24	Chair
10	Terms of Reference	Various
11	Governor Training	Various
12	Impact from this meeting	DD
13	Next meeting	Clerk
14	AOB	Clerk

Item	Details of discussion
1	<p>Apologies</p> <p>There were apologies from KHTt.</p>
2	<p>Election of Chair and Vice Chair</p> <p>DD and RW had indicated their willingness to continue as Chair and Vice Chair respectively for 2023/24. No other expressions of interest had been received.</p> <p>Decision: DD was unanimously appointed as Chair of FGB for 2023/24.</p> <p>Decision: RW was unanimously appointed as Vice Chair of FGB for 2023/24.</p>
3	<p>Register of Business Interests</p> <p>All Governors and Associate Members were asked to complete and return the Register of Business Interests form for 2023/24.</p> <p>Circulated and signed by all present.</p>
4	<p>Agree minutes of last meeting: 19 July 2023</p> <p>This item will be carried forward to the next meeting of FGB on 18 October 2023.</p>

5	Matters arising from previous minutes: 19 July 2023		
	FGB 22/25	Clerk to arrange induction for RD.	Done on 21 August
	FGB 22/26	PH to work with SBM to prepare a reforecast for Extended Schools in September with a view to recommending a fee increase in January or April 2024.	For Autumn Term
	FGB 22/27	Staff survey to be undertaken in the Autumn Term 2024.	For Autumn Term. SL intends to use the Ofsted version.
	FGB 22/28	SL will look into the controls and instructions around TCS meal deliveries.	SL has instructed the TCS driver to close the gates while the vehicle is on site.
	FGB 22/29	KHtt to carry out a Governor visit to Little Acorns in the Autumn Term.	KHtt has booked this for 26 Sept
	FGB 22/30	SL to take advice on the most effective way of dealing with risks arising from inappropriate parking and driving outside the School by a minority of parents.	SL reported that parking and behaviour appears to be a lot better this term. This will continue to be monitored.
	FGB 22/31	Clerk to liaise with RD over Governor training	Done and courses booked for September
	FGB 22/32	Clerk to circulate proposed dates for 2023/24.	Done by email on 7 August 2023
6	<p>Review terms of office</p> <p>DD's term of office as LA Governor comes to an end on 17 December 2023. DD is willing to continue in this role; this will need the approval of the local authority.</p> <p>Action: DD to forward completed LA Governor application form to the Clerk for onward transmission to Devon Education Services.</p> <p>DD has resumed the dialogue with both parents who last term expressed an interest in joining FGB. There is currently one vacancy on FGB for a parent governor and options, should both of these remain interested, include increasing the permitted size of FGB or appointing one as an Associate Member of FGB.</p>		

Start of term welcome from the Chair

DD drew attention to the written briefing that he had circulated by email. Last year had been a challenging one and the School had responded well.

He confirmed that “as a Governing Board we look forward continuing to support Hazeldown in setting strategy and clear direction to ensure that all our pupils continue to develop and progress in the Hazeldown tradition of dreaming big and thinking about the pathway they need to take to achieve their goals for an exciting future.”

The FGB system of utilising a portfolio approach to its work would continue for at least another year. He reminded Governors that, if they wish to raise questions on reports submitted for meetings, they should be mindful of the time required for the School to investigate and provide a response.

DD advised FGB that the Headteacher’s appraisal meeting was due to take place next week and this would build on an earlier session led by Helen Eversett, DCC School Effectiveness Adviser. The appraisal would in turn feed into the School Improvement Plan 2023/24.

SL reported that the School Improvement Plan (“SIP”) was currently in draft and that he intended to circulate the latest draft to FGB before the October SIC meeting. Following debate, the SIP would then be tabled for formal approval at FGB later in October.

LG asked whether DD’s written welcome could be shared with staff at a forthcoming staff meeting and DD confirmed that this was a good idea. KHee felt that this would improve staff visibility of the role of Governors.

In relation to portfolios, DD reported the following:

- SA will take over the Curriculum portfolio vacated following the departure of LPar
- RD will take over the Safeguarding portfolio from SA with continuing support from DD.

8	<p>Confirmation of meetings schedule for 2023/24</p> <p>The schedule of meetings for 2023/24 which had been circulated by the Clerk on 24 July was confirmed.</p> <p>Governors discussed the question of how best, if at all, to use the three meeting dates which were no longer required for SIC meetings.</p> <ul style="list-style-type: none"> • The School's strategy in relation to future academisation would require meeting time; SL expressed a preference that this should be a focus after the next Ofsted inspection rather than before. • It was also suggested that a session to look at staffing structures and at the School's budget and finances would be useful for Governors. There was little doubt that funding for schools from Devon County Council was going to come under increasing pressure and the School's ability to fund its desired structures and activities could not be taken for granted. <p>Action: SL to work on a presentation for FGB on budget opportunities and constraints including a look at future staffing structures and resourcing.</p>
9	<p>Curriculum Visits 2023/24</p> <p>Action: SL to draft a schedule of proposed curriculum visits in conjunction with work on the School Improvement Plan 2023/24.</p>
10	<p>Terms of Reference 2023/24</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>Decision: Terms of Reference 2023/24 for FGB were approved.</p> <p>Governors reviewed the draft Terms of Reference for School Improvement Committee.</p> <p>Decision: Terms of Reference 2023/24 for School Improvement Committee were approved.</p> <p>Governors reviewed the draft Terms of Reference for the Finance, Safeguarding and Personnel portfolios.</p> <p>It was noted that responsibility for the Pay Policy was included in both the Performance and Pay Committee TORs and the Personnel portfolio. It was agreed that the Clerk would remove the reference from the latter portfolio.</p> <p>Decision: Terms of Reference 2023/24 for the Finance, Safeguarding and Personnel portfolios were approved subject to this change to the Personnel portfolio.</p>

Terms of Reference 2023/24 (continued)

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

KG noted that there were some areas included in the TORs which he did not cover in his work, for example in areas such as catering and free school meals. It was agreed that these were derived from a previous, and broader, approach to Health & Safety and that they did not sit well with the portfolio.

Action: DD, KG and the Clerk to meet to review the Terms of Reference for the Health & Safety portfolio and decide how best to cover these catering and nutrition areas.

Decision: Terms of Reference 2023/24 for the Premises and Health & Safety portfolio were approved, recognising that some areas would be reviewed.

Governors reviewed the draft Terms of Reference for the Community and Parent Links portfolio.

Decision: Terms of Reference 2023/24 for the Community and Parent Links portfolio were approved.

Governors reviewed the draft Terms of Reference for the Vulnerable Pupils portfolio.

The reference to Gifted and Talented was outdated and should be replaced with "More Able" and the Clerk agreed to update this. The responsibility in relation to the Safeguarding Audit lay with the Safeguarding portfolio holder and the Clerk agreed to remove it from this portfolio.

Decision: Terms of Reference 2023/24 for the Vulnerable Pupils portfolio were approved subject to these changes.

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

It was noted that the portfolio holder was not responsible for recommending term dates and the Clerk agreed to amend this.

Decision: Terms of Reference 2023/24 for the Curriculum portfolio were approved subject to this change.

10	<p>Terms of Reference 2023/24 (continued)</p> <p>Governors reviewed the draft Terms of Reference for the Headteacher's Appraisal Panel portfolio.</p> <p>It was noted that the provisions for membership and for a quorum gave no flexibility in the event that a member might not be available for the appraisal meeting (as would be the case this year).the requirement for all members of the Panel to have received formal training was thought to be excessive. The clerk agreed to amend the wording to provide the flexibility required.</p> <p>Decision: Terms of Reference 2023/24 for the Headteacher's Appraisal Panel were approved subject to these changes.</p> <p>Governors reviewed the draft Terms of Reference for the Performance and Pay Committee.</p> <p>Decision: Terms of Reference 2023/24 for the Performance and Pay Committee were approved.</p> <p>Governors reviewed the draft Terms of Reference for the First Committee and the Second Committee.</p> <p>Decision: Terms of Reference 2023/24 for the First Committee and the Second Committee were approved.</p>
11	<p>Governor Training</p> <p>The Clerk had circulated details of Autumn Term Governor training from DES and several Governors were going to attend updates.</p>
12	<p>Impact from this meeting</p> <p>As this is largely an administrative meeting, there is less in the way of direct impact than at some other meetings of FGB. However the Governing Body was now ready to tackle its workload for the year and the challenges that would undoubtedly arise. Governor responsibilities had been reviewed and agreed.</p> <p>Outside the meeting, the kitchen project had been successfully completed and SL and his team were to be congratulated for this achievement. This would make a significant difference to the welfare of pupils and staff in the future.</p> <p>DD thanked all members of FGB for their continuing work and support.</p>
19	<p>Next Meeting(s)</p> <p>The first School Improvement Committee meeting, which will consider the July 2023 data drop and the draft School Improvement Plan 2023/24, will take place on 4 October 2023.</p>

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AOB

It was noted that the distribution of business would need to be amended to accommodate the change in the SIC meeting cycle. Governors agreed to prepare and receive portfolio reports for Community & Parent links, Vulnerable Pupils and Curriculum at the first FGB meeting of each term instead of at SIC, noting that this would allow more time for consideration of the data drop and the SIP. They noted further that this should not have an undue adverse effect on the time required for FGB meetings.

The revised distribution of business 2023/24 was agreed as follows:

	Aut 1	Aut 2	Spr 1	Spr 2	Sum 1	Sum 2
School Improvement Committee						
Data	Y		Y		Y	
School Improvement Plan	Y		Y		Y	
Full Governing Body						
Finance	Y	Y	Y	Y	Y	Y
Personnel	-	Y	-	Y	-	Y
Safeguarding	Y	-	Y	-	Y	-
Premises and Health & Safety	-	Y	-	Y	-	Y
Community + Parent Links	Y	-	Y	-	Y	-
Vulnerable Pupils	Y	-	Y	-	Y	-
Curriculum	Y	-	Y	-	Y	-

The meeting ended at 8:15pm.

Summary of decisions and proposed actions (Note: actions 22/25 to 22/32 are being carried forward from the previous meeting)		
<i>Actions</i>		
Item 2	Decision: DD was unanimously appointed as Chair of FGB for 2023/24.	-
Item 2	Decision: RW was unanimously appointed as Vice Chair of FGB for 2023/24.	-
Item 10	Terms of Reference 2023/24 for FGB were approved.	-
Item 10	Terms of Reference 2023/24 for School Improvement Committee were approved.	-
Item 10	Terms of Reference 2023/24 for the Finance, Safeguarding and Personnel portfolios were approved subject to [a minor] change to the Personnel portfolio.	-
Item 10	Terms of Reference 2023/24 for the Premises and Health & Safety portfolio were approved,	-

	recognising that some areas would be reviewed.	
Item 10	Terms of Reference 2023/24 for the Community and Parent Links portfolio were approved.	-
Item 10	Terms of Reference 2023/24 for the Vulnerable Pupils portfolio were approved subject to [minor] changes.	-
Item 10	Terms of Reference 2023/24 for the Curriculum portfolio were approved subject to [a minor] change.	-
Item 10	Terms of Reference 2023/24 for the Headteacher's Appraisal Panel were approved subject to [minor] changes.	-
Item 10	Terms of Reference 2023/24 for the Performance and Pay Committee were approved.	-
Item 10	Terms of Reference 2023/24 for the First Committee and the Second Committee were approved.	-
FGB 22/26	PH to work with SBM to prepare a reforecast for Extended Schools in September with a view to recommending a fee increase in January or April 2024.	PH
FGB 22/27	Staff survey to be undertaken in the Autumn Term 2024.	SL
FGB 23/01	DD to forward completed LA Governor application form to the Clerk for onward transmission to Devon Education Services.	DD
FGB 23/02	SL to work on a presentation for FGB on budget opportunities and constraints including a look at future staffing structures and resourcing.	SL
FGB 23/03	SL to draft a schedule of proposed curriculum visits in conjunction with work on the School Improvement Plan 2023/24.	SL
FGB 23/04	DD, KG and the Clerk to meet to review the Terms of Reference for the Health & Safety portfolio and decide how best to cover these catering and nutrition areas.	DD, KG, Clerk

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

Signed (Chair of Committee)	Date
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