

Hazeldown School Governing Body

Full Governing Body Committee Meeting – Part 1 Minutes					
Date/Time	17 July 2024				
Location	Hazeldown Primary School				
Chaired by	Dave Dawson				
Attendees		Role	Attendees	Init	Role
Dave Dawson	DD	LA Chair	Paul Hamilton (items 1-6, 8)	PH	Parent
Ruth Walters	RW	Co-opted	Matt Hallett	MH	Parent
Stuart Ludford	SL	Headteacher	Tony Leney	TL	Parent
Ruth Doughty	RD	Co-opted			

Apologies	Initials	Role	Absent without apology	Initials	Role
Kelly Harnett	KHtt	Co-opted			
Samantha Atkinson	SA	Co-opted			
Jasmine Garswood	JG	Staff			
Cloudi Lewis	CL	Parent			

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: 22 May 2024	Clerk
4	Matters arising from previous meeting: 22 May 2024	Clerk
5	Review terms of office	Clerk
6	Headteacher's Report	SL
7	Portfolio report: Finance	PH
8	Portfolio Report: Safeguarding	RD
9	Portfolio Report: Personnel	KHtt
10	Portfolio report: Premises and Health & Safety	DD/MH
11	Portfolio report: Community & Parent Links	DD
12	Portfolio Report: Vulnerable Pupils	RW
13	Portfolio Report: Curriculum Portfolio	SA/JG
14	Report on Summer Term Governor Visits	Various
15	Ofsted preparation	SL
16	Policies for review and approval	Various
17	Governor Training	Various
18	Safeguarding Training	SL/All
19	Impact from this meeting	DD
20	Next meeting	Clerk
21	AOB	Clerk

Item	Details of discussion
1	<p>Apologies</p> <p>There were apologies from KHtt, SA, JG and CL. The meeting was chaired by DD.</p>
2	<p>Declarations of Interest</p> <p>No Governor had any interests to declare in the business of the meeting.</p>
3	<p>Agree minutes of last meeting: 22 May 2024</p> <p>The minutes of the previous FGB meeting held on 22 May 2024 were agreed as a fair record of the meeting and were signed by the Chairman.</p>

4	Matters arising from previous minutes: 22 May 2024		
FGB 23/09	SL to draft suggested monitoring activity for the Equality Objectives for RD and DD to review.	These have been drafted and the review is in progress (carry forward)	
FGB 23/11	DD and SL to look at a Governor contribution on attendance for a Summer Term newsletter. (In progress as at 22 May; carry forward)	To be carried forward to Autumn Term.	
FGB 23/12	Clerk to identify and book suitable induction training for MH and for TL.	Done: both are now booked on to a November 2024 induction course run by DES.	
FGB 23/14	SL to follow up the requirement for the School to publish a Music Development Plan.	Done: the Plan is now in draft and will be finalised shortly.	
FGB 23/15	RD to lead a review of the formats for portfolio reports and for records of Governor visits.	To be carried forward to Autumn Term	
5	<p>Review terms of office</p> <p>The Full Governing Body is now at its full complement under the current constitution which provides for eleven members. The Clerk advised Governors that a couple of terms of office will require renewal during the next School year: JG (9 Feb 2025) and RW (31 March 2025).</p>		
6	<p>Headteacher's Report</p> <p>DD thanked SL for an informative report. He commented on a couple of items in the report:</p> <ul style="list-style-type: none"> • It was apparent from the report that, although the DCC review visit (the report for which was also available with the meeting papers) which had taken place on 20 June had been useful, the visiting education officers (two School Effectiveness Advisers and a SEND Advisory Teacher) had not really had the opportunity to spend as long at Hazeldown as they really needed to familiarise themselves with the School. He asked SL to summarise the School's reaction to the review report. • He also noted that the pattern of parental mental health concerns recorded in the Safeguarding Log (Autumn:1; Spring: 4; Summer 14) stood out as unusual and DD asked whether there was more analysis available on this. 		

Headteacher's Report (continued)

SL responded:

- He agreed that there were, not surprisingly, gaps in the knowledge and understanding of the education officers who had carried out the review. This was not necessarily an issue, as it created the possibility that they would refer matters to experts who may be able to offer more focused advice. There had been, however, a misconception on the part of the review team about Foundation Stage and the use of the "Development Matters" document and the "Early Learning Goals", the latter being used only in later stages for formal assessment. The School held the Development Matters to be an important tool.
- There had also been a misunderstanding by the review team over the use of different types of clock in a session which was designed to demonstrate different mechanisms for telling the time rather than to teach telling them time; the officer had not accepted the validity of this distinction.
- He noted too the context was important and acknowledged that some members of staff had not found it easy to respond to questions and to explain clearly what they were doing in a session or why they were doing it.
- On the one "urgent next step" identified in the review report, SL and Khee explained that they had already taken action to address this: the small group of children with complex needs (currently three; to be two with effect from September 2024 when one moves to a specialist setting) were already spending more time in the classroom and less time in the Nurture Hub; the Hub was now used as a place to regulate rather than a base for these pupils and they were spending a lot more time with their peers.
- On the log of parental mental health concerns, SL and LG responded that there was no single explanation here; they considered it possible that these statistics reflected societal pressures generally and perhaps some challenging housing issues in Teignmouth. LG summarised the data by reporting that the 14 summer term concerns related to a total of seven different families and that, of these, four were in Early Help.

Moving to other areas of his report, SL drew attention to the following matters:

- He described some recent staffing issues and challenges.
- He reviewed the likely impact of the General Election result and the appointment of a Labour Government. There would be no decision on 2024 pay before the summer holiday, which was not entirely satisfactory and it was likely that there would be strikes in 2024/25 if the eventual pay award did not meet staff and union expectations. It was possible that new legislation would require schools to remain open rather than allowing heads to make a final decision. Alongside this, there was no news yet on performance-related pay.

6	<p>Headteacher’s Report (continued)</p> <ul style="list-style-type: none"> • On Home Learning, it had proved difficult to engage some parents in doing the expected work with their children and as a result, teachers and pupils were being forced to attend catch-up sessions in the lunch hour which was an unsatisfactory situation. The Senior Leadership Team was considering a proposal to recategorize these tasks as “optional learning” as the present system was difficult to enforce and it was also sometimes hard to link the tasks to the curriculum. Reading at home would be retained as an important activity. Governors discussed this proposal about Home Learning and after consideration of various issues, confirmed FGB support for such a proposal. • School Avoidance was becoming more of a challenge than previously. It seemed likely that there was an overlap between some apparent school avoidance cases and the issue raised by DCC safeguarding teams about coercive behaviour by children. It was possible that some parents felt unable to persuade their child to attend school and that children simply did not see the benefit of school attendance. It was difficult to find helpful guidance in this challenging area and SL expressed a desire shared by many for more guidance on this matter. <p>Members of FGB noted the contents of SL’s written report and the additional explanations and updates given during the meeting. DD thanked SL for an informative report.</p>
7	<p>Portfolio Report: Finance</p> <p>PH presented his final report of the 2023/24 school year which covered the summer term, the first term of the 2024/25 financial year. He reported that the School was largely in line with budget so far and that this reflected the thorough careful work which had been put into the budgeting process by SL and the School Business Manager. It meant that the School was, within limits, able to respond well to any unexpected demands on the overall budget.</p> <p>DD had raised a question in advance on the report: “Can we demonstrate that the two MTA’s funded from the sports grant lead the children in activities that are covered by the terms of the grant?” SL clarified his written response: “This was answered at the subject leader conversations: ‘Not at the moment – we paused playleaders and the MTAs were then overseeing the playleaders, who were year fives and some year six children weren’t listening to them.’ “. SL added that he did not consider this to be an acceptable response. “If we are funding two MTAs from the sports grant, they have to be supporting physical activity at lunchtime. It seems like we didn’t actively manage playleaders and made decisions about re-deploying MTAs without really getting on top of the situation or seeing the bigger picture. We will address this for September.”</p> <p>DD thanked PH for his report.</p>

8	<p>Portfolio Report: Safeguarding portfolio</p> <p>No report was due at this meeting and there were no urgent matters for attention.</p> <p>RD noted that she was pleased to see the various references to observation and operation of safeguarding procedures made by Governors in the portfolio reports and visit reports.</p>
9	<p>Portfolio Report: Personnel portfolio</p> <p>DD presented the portfolio report on the Personnel portfolio which he had prepared on behalf of KHtt.</p> <p>He singled out the comments made by one of the ECTs who had confirmed that the level of support for ECTs was amazing and the input from KHee was of great benefit to her personal development and teaching.</p>
10	<p>Portfolio Report: Premises and Health & Safety</p> <p>No report was due at this meeting and there were no urgent matters for attention.</p> <p>SL described a forthcoming procedural change to the way accident/incident reports required to be notified to DCC are to be submitted.</p> <p>MH asked about plans for the next fire drills. SL confirmed that these would take place early in the Autumn Term, so that pupils would be in a better position to remember the procedures to be followed through the term than if the drills were arranged for late in the Summer Term.</p>
11	<p>Portfolio Report: Community & Parent Links</p> <p>DD presented the Community & Parent Links portfolio report. He advised Governors that TL would take over this portfolio from September 2024.</p> <p>He had made a number of recommendations:</p> <ul style="list-style-type: none"> • The School should consider whether the Home School Agreement should be subject to annual review. Action: SL to clarify review arrangements for the Home School Agreement. • The School should check what the requirements for Governor training on GDPR are. Action: Clerk to check the requirements for GDPR training for Governors. • As requirements change, it is important that the School and FGB continue to monitor the website for compliance with relevant regulations. Action: Governors to determine a suitable approach to repeating RD's website review carried out in 2023/24.

11	<p>Portfolio Report: Community & Parent Links (continued)</p> <p>In respect of the final point, SL reported that the School was currently working with School Spider (the website provider) to make changes to the site including the insertion of a Personal Development page and a page setting out the School's approach to the Public Sector Equality Duty.</p>
12	<p>Portfolio Report: Vulnerable Pupils</p> <p>RW presented the Vulnerable Pupils portfolio report and Governors noted its contents.</p> <p>A question had been raised and responded to in writing before the meeting. DD had asked: "The Devon SEND Lead suggested that the current number of 49 children on our SEND register was too high - do the team think that there is any correlation between this statement and the Devon SEND funding situation, especially given that there is some suggestion that there will be fewer EHCP's in the future?"</p> <p>SL had responded: "This is difficult to say. Schools get encouraged to make sure that only those children with a SEND need are on the register so, after careful evaluation, they take a number off every now and then – this may increase as we get further into using the new Ordinarily Available Inclusive Provision (OAIP) framework – but also get pushed for early identification and use of the graduated response tool, which often ends up with more on the register. We will be looking at this once our new SENDCo starts and may reduce the number as we feel their needs are being met within the OAIP."</p> <p>Khee added that the School would review this early in the Autumn Term and would ensure that it was made clear to parents what provision was included within the ambit of "ordinarily available" to ensure that there was no mismatch with expectations. Meanwhile, the induction of and handover to the newly appointed SENDCo had already commenced.</p> <p>RW asked who is responsible for defining OAIP. Khee said that the School had some discretion with this and that the challenge was distinguishing between OAIP and SEND provision respectively. The key to success was assessing pupil progress so that, if OAIP was not having the desired effect, consideration could be given to identifying a child as having SEND needs.</p>
13	<p>Portfolio Report: Curriculum</p> <p>SA had prepared the Curriculum portfolio report and DD thanked her for this. The report was largely positive and included informative coverage of the recent subject leader conversations.</p> <p>SL noted that time would be spent by subject leaders early in the Autumn Term identifying those elements of Cornerstones which could be eliminated without losing key elements of revisiting and progression. There was still too much active content and staff were struggling to fit all of this in.</p>

14	<p>Reports on Summer Term Governor Visits</p> <p>Governors reflected on the recent subject leader conversations which several had attended and offered feedback on these. There were lots of positives. SL commented that additional support was already being given to less experienced subject leaders. Governors who had attended noted the commitment and work put in by almost all members of staff. It was apparent alongside this that one or two were fulfilling the subject leader role less effectively than their peers. KHee advised that some planned subject changes (effective from September 2024) would align a larger number of teachers with their specialist subjects, but that performance would continue to be monitored closely. This would place additional demands on SLT time. SL summarised the lessons learned: it was important that staff could frame the positives and they should not dwell on negatives during presentations or conversations. SLT would also develop a common script for SEND so that all staff, whatever their perspective, could describe this in the context of the overarching approach taken by the School.</p> <p>After some discussion about the best way for FGB to express their thanks to subject leaders, it was agreed that DD would draft some letters which would be sent individually to the couple of subject leaders who had been outstanding and to several others who had also demonstrated strong performance.</p> <p>Action: DD to draft personalised letters of thanks to subject leaders and share these with members of FGB for comment; the letters to be sent before the end of term.</p> <p>DD reported on his Summer Term visits to Little Acorns and to Foundation Stage and referred Governors to the written reports which were available on OneDrive. He had been impressed by what he had observed and learned on both visits. He asked Governors to consider making further visits to Little Acorns, noting that this was a Governor-led activity.</p> <p>MH had carried out an additional Governor Visit in June and made a short oral report on this to accompany his written report which was available on OneDrive. He also commented favourably on Sports Day and noted the benefits of the School being able to use a neighbouring sport ground to stage the day.</p>
15	<p>Ofsted briefing</p> <p>SL reminded Governors of the importance of being able to evidence Governor challenge of the Headteacher and of the Senior Leadership Team. When challenges or questions were raised in meetings, this was captured in the minutes, however there was a notable lack of evidence of challenge of the written reports (Headteacher's Report and portfolio reports) and he encouraged Governors to make use of the question/comment grids at the foot of each report.</p> <p>Action: All Governors to note the importance of raising questions or making comments on written reports before the relevant meeting. The grids can also be used to record observations during visits which may corroborate comments or representations made in the reports.</p>

Policies for approval

Governors considered the policies which were due for approval at this meeting. All had been made available on OneDrive for the previous two weeks.

RW had reviewed the Supporting Pupils with Medical Conditions and Administration of Medicines Policy. She noted the new section on use of homeopathic remedies. RW recommended the Policy for approval.

Decision: FGB approved the Supporting Pupils with Medical Conditions and Administration of Medicines Policy (approval date: 17 July 2024).

RW had reviewed the Behaviour Policy and, subject to one minor amendment which was agreed, recommended this for approval.

Decision: FGB approved the Behaviour Policy (approval date: 17 July 2024).

DD had reviewed the Code of Conduct Policy. Subject to clarification of the date of issue, DD recommended the Code of Conduct Policy for approval.

Decision: FGB approved the Code of Conduct Policy (approval date: 17 July 2024).

DD had reviewed the Safer Working Practices – Code of Conduct. ***He had raised some questions on this:***

- ***The document refers to social contact outside the workplace and recording of such, a table being available in the appendix. This seems quite onerous given the friendship groups between teachers and parents, do we record such interaction?***
- ***Section 15 refers to an intimate care plan for such things as changing nappies, do we have such a plan in the Little Acorns setting?***

SL had responded:

- *We do use the sheet at the back of the policy for staff to declare contact with children. It's not for your child's friends coming round to your house as a staff member - that is covered within the policy but Lee coaches a football team with a number of our children attending and Kat is part of various church groups which also include our children so fills one in. It means everything is out in the open and nothing can be misconstrued if someone decided to be vindictive and make an issue of something that wasn't one.*
- *Little Acorns use the same intimate care policy and process as the main school does.*

Decision: FGB approved the Safer Working Practices – Code of Conduct (approval date: 17 July 2024).

KHtt was due to review the Redundancy Policy, the Staff Capability Policy and the Teachers' Appraisal Policy.

Action: DD to follow up the status of Governor review of the Redundancy Policy, the Staff Capability Policy and the Teachers' Appraisal Policy.

16	<p>Policies for approval (continued)</p> <p>TL agreed to review the Volunteers Policy and feed back comments to DD in the next few days. He had read it earlier in the year.</p> <p>Decision: Subject to a brief updating review, Governors approved the Volunteers Policy (approval date: 17 July 2024).</p>
17	<p>Governor Training</p> <p>Governors shared details of courses booked for Autumn term 2024.</p>
18	<p>Safeguarding Training</p> <p>This training session is delivered at the first FGB meeting of each term.</p>
19	<p>Impact from this meeting</p> <p>DD summarised by saying that members of FGB continued to exercise effective challenge of the Senior Leadership Team during Governors' meetings, however there was ground to make up in evidencing challenge and holding to account in written reports and materials.</p> <p>He reflected on a challenging but positive year for the School and was satisfied that the School, with Governor input, continued to make a difference for the children in its care.</p>
20	<p>Next Meeting(s)</p> <p>The next meeting of FGB will be the start-of-year Housekeeping Meeting on Wednesday 11 September 2024.</p> <p>The Clerk has distributed by email a list of proposed dates for the other SIC and FGB meetings in 2024/25.</p> <p>Action: Any Governor with observations or suggestions regarding FGB roles, including the roles of portfolio holders, is asked to contact DD, RW or the Clerk before the Housekeeping Meeting.</p>
21	<p>AOB</p> <p>RW noted that this was LG's final meeting as Deputy Head and as an Associate Member of FGB. She commented on the significant contribution made by LG to the management of the School and to the work of FGB and said that his departure following promotion to a headship marked a loss to Hazeldown. She expressed thanks to LG on behalf of FGB for his work and wished him well in his new role. Governors added their appreciation and good wishes.</p>
	<p>The meeting ended at 8:20 pm.</p>

Summary of decisions and proposed actions		
<i>Actions</i>		
FGB 23/09	SL to draft suggested monitoring activity for the Equality Objectives for RD and DD to review. (In progress; carry forward to Autumn Term)	SL and RD/DD
FGB 23/11	DD and SL to look at a Governor contribution on attendance for a Summer Term newsletter. (In progress; carry forward to Autumn Term)	DD/SL
FGB 23/15	RD to lead a review of the formats for portfolio reports and for records of Governor visits.	RD
FGB 23/16	SL to clarify review arrangements for the Home School Agreement.	SL
FGB 23/17	Clerk to check the requirements for GDPR training for Governors.	Clerk
FGB 23/18	Governors to determine a suitable approach to repeating RD's website review carried out in 2023/24.	All
FGB 23/19	DD to draft personalised letters of thanks to subject leaders and share these with members of FGB for comment; the letters to be sent before the end of term.	DD
FGB 23/20	All Governors to note the importance of raising questions or making comments on written reports before the relevant meeting. The grids can also be used to record observations during visits which may corroborate comments or representations made in the reports.	All
FGB 23/21	DD to follow up the status of Governor review of the Redundancy Policy, the Staff Capability Policy and the Teachers' Appraisal Policy.	DD
FGB 23/22	Any Governor with observations or suggestions regarding FGB roles, including the roles of portfolio holders, is asked to contact DD, RW or the Clerk before the Housekeeping Meeting.	All

Summary of decisions and proposed actions (continued)		
<i>Decisions</i>		
16	FGB approved the Supporting Pupils with Medical Conditions and Administration of Medicines Policy (approval date: 17 July 2024).	
16	FGB approved the Behaviour Policy (approval date: 17 July 2024).	
16	FGB approved the Code of Conduct Policy (approval date: 17 July 2024).	
16	FGB approved the Safer Working Practices – Code of Conduct (approval date: 17 July 2024).	
16	Subject to a brief updating review, Governors approved the Volunteers Policy (approval date: 17 July 2024).	

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