

## Hazeldown School Governing Body

Full Governing Body Committee Meeting – Part 1 Minutes					
Date/Time	19 July 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	SA	Co-opted			
Jasmine Banning	JB	Staff			

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

In Attendance	Initials	Role
Tim Syngé	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: 24 May 2023	Clerk
4	Matters arising from previous meeting: 24 May 2023	Clerk
5	Review terms of office	Clerk
6	Appointment of new co-opted governor	Clerk
7	Revision to constitution	Clerk
8	Headteacher's Report	SL
9	Portfolio Report: Finance	PH
10	Portfolio Report: Personnel	KHtt
11	Portfolio Report: Safeguarding	-
12	Portfolio report: Premises and Health & Safety	KG
13	Visit reports	KHt
14	Ofsted preparation	SL
15	Policies for review and approval	Various
16	Governor Training	Various
17	Safeguarding Training	-
18	Impact from this meeting	DD
19	Next meeting	Clerk
20	AOB	Clerk

Item	Details of discussion
1	<p><b>Apologies</b></p> <p>There were apologies from KHee. DD chaired the meeting.</p> <p>DD welcomed RD to the meeting.</p>
2	<p><b>Declarations of Interest</b></p> <p>No Governor had any interests to declare in the business of the meeting.</p>
3	<p><b>Agree minutes of last meeting: 24 May 2023</b></p> <p>The minutes of the previous FGB meeting held on 24 May 2023 were agreed as a fair record of the meeting and were signed by the Chairman.</p>

4	<b>Matters arising from previous minutes: 24 May 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 had circulated a summary by email (copy available on OneDrive) and these proposals would be incorporated into the agenda for the September Housekeeping Meeting as appropriate. DD drew attention to the plan to rotate the chair role for School Improvement Committee and reminded Governors of the benefits of doing this.	
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.	This initiative would now be picked up in 2023/24. KP said that there would be a new focus on social media channels and that FGB could be included in this.	
FGB 22/27	Prospective Governors: Clerk to write to both parents to establish their interest and request some information about their skills and experience.	DD has now spoken to both and they have each been invited to a meeting in school in September.	
FGB 22/28	Clerk to book "Ofsted: What the Board should expect and How to Prepare" (next opportunity: 14 June) for DD and RW.	Done	
5	<p><b>Review terms of office</b></p> <p>The current constitution provides for an FGB with eleven members. With the imminent appointment of RD, the Governing Body will therefore be at its maximum permitted size. When LPar leaves, there will again be a single vacancy. The Clerk is speaking to DCC about the best way forward (see item 7a).</p>		

6	<p><b>Appointment of new co-opted Governor</b></p> <p><i>RD left the meeting.</i></p> <p>It was proposed by DD, and seconded by RW, that RD be co-opted as a member of the Governing Body to serve an initial term of four years. This was carried unanimously.</p> <p><i>RD rejoined the meeting.</i></p> <p><b>Decision: RD is appointed as a co-opted Governor to serve a four-year term starting on 19 July 2023.</b></p> <p>DD welcomed RD to the Governing Body. The Clerk would be in touch to arrange an induction.</p> <p><b>Action: Clerk to arrange induction for RD.</b></p>
7a	<p><b>Revision to Constitution</b></p> <p>The Clerk explained that he was looking at options to ensure that the Governing Body could maintain the flexibility to respond to opportunities to appoint or co-opt new governors with suitable skills and experience as and when the opportunity arose. This may involve a change to the constitution to increase the permitted number of Governors, but there were other options. He intended to bring proposals forward next term.</p>
7b	<p><b>Governance Review</b></p> <p>This was covered under Matters Arising.</p>
8	<p><b>Headteacher's Report</b></p> <p>DD thanked SL for an excellent and informative Headteacher's Report.</p> <p>He reflected on the level of staff absence, which, in addition to operational challenges, brought added financial pressure to the school budget. SL reminded Governors that the budget currently provided for certain staff to have dedicated non-classroom time. This was invaluable in providing time for pupil support and for staff support, but it looked as if the School would have to move to "Plan B" involving a reduction of this time and the return of relevant members of staff to timetabled classroom hours. This was disappointing, but would be inevitable if the funding situation did not improve. The priority remained to do the best for the children in our care.</p> <p>RD asked whether the recent announcement on the pay review (an offer of 6.5%) would make a difference. SL said that the unions are still balloting on the 6.5% offer and, although acceptance was likely, it was not yet set in stone. The budget allowed for 3%. The rest would come from the Teachers' Pay Award Grant, which was funded. (This funding may only be in respect of 2023/24 and the position for later years is not yet clear, but may require the School to absorb the costs within its budget.) Charles, the Finance Officer from DCC, had said that there may be additional grant funds, but this was</p>

	speculation. At least the threat of further strikes should be eliminated. SL noted that pay for support staff was still not settled.
8	<p><b>Headteacher’s Report (continued)</b></p> <p>Returning to staff absences, SL said that the School did its best to support all staff, even where the absence might be caused by issues outside school. With a large number of staff employed, it was inevitable that absences happened for a wide range of reasons.</p> <p>Turning to wellbeing, SL acknowledged that the Senior Leadership Team was more “worn down” at the end of this term/year than usual. This was not a complaint, but he wanted Governors to be aware of the pressures on SLT. He felt that the DfE did not always make things easy; for example, they had this week issued new instructions to schools regarding attendance procedures which were due to be in place at the start of September and guidance had also been issued this week on the length of the school day. These pronouncements and their timing added unnecessary challenges.</p> <p>On the subject of attendance, KG noted that parent engagement was essential.</p> <p>On the school day, SL said that the implementation date for the new requirements was now 2024, so there was still time to develop the School’s preferred response.</p> <p>SL advised FGB on the status of the complaints referred to. The first one described had this week been escalated to Stage 2 and the Clerk was dealing with its progress through this.</p> <p>Returning to attendance, SL said that the School needed to move closer to the new guidance and this would involve closer communications with parents. All staff would have to take responsibility for different aspects including teachers and TAs. The School was required to identify an Admissions Governor who would check that appropriate procedures were in place and being followed up. This may match to a particular governor portfolio. There was also an in-school “attendance champion” and LG had taken on this role. LG advised that undertaking this role would require substantial additional management time.</p> <p>PH emphasised the importance of good attendance and suggested that poor attendance in early school life could affect GCSE grades; was there any statistical evidence for this? Perceptions needed to be changed and there would also be some one-to-one conversations and interventions needed.</p> <p>SL agreed with LPar’s view that good attendance also supported good mental wellbeing. Social connections were important.</p> <p><b>KG enquired whether there was any analysis on this.</b> SL said that the School used a disadvantaged pupil tracker database which could be used to obtain very precise outputs including patterns and data by yeargroup. The School expected to use the potential of this in future.</p> <p>KHtt suggested that a quasi-“return to work” interview involving parents too might be of benefit. LPar suggested email questionnaires instead of posted documents.</p>

	<p>RW said that she would be happy to take on the role of Governor with responsibility for attendance.</p> <p><b>Decision: RW will take on the role of “Attendance Governor”.</b></p>
8	<p><b>Headteacher’s Report (continued)</b></p> <p>SL noted that responding to the Government’s new requirements on attendance would be a large project with a lot of new workload.</p> <p>He drew attention also to the DfE’s new requirements on filtering and monitoring set out in the September 2023 edition of KCSIE. There was as yet no detailed guidance on this.</p> <p>SL summarised summer project plans including the new kitchen, the DCC fire prevention works and the works on the bungalow. This was a lot to fit into the available six-week window and there would be a need for a deep clean after the contractors’ clean.</p> <p>DD drew attention to the safeguarding matter described in the Headteacher’s Report and noted that the way this had been handled was a credit to all those involved and this was recognised by Governors.</p> <p>DD thanked SL for his report.</p>
9	<p><b>Portfolio Report: Finance</b></p> <p>DD introduced the report, noting that this had been a tough term.</p> <p>PH had little to add to the written report. The pay award, if accepted, would make little difference to the budget. The in-year overspend was now forecast at £31k.</p> <p>Extended Schools had not paid its way. There was no scope for the School to make a recharge for admin and overheads his year. It may be necessary to revisit the fee tariff. DD noted that the original decision had recognised the compact of cost increases on hard-working families, but it was important for this enterprise to break even.</p> <p>PH suggested that usage in September 2023 be analysed and a reforecast prepared, with a view to adding an increase in January or April to bring Extended Schools to a breakeven position. Discussion ensued on aspects of Extended Schools and the overlap between this and PP pupils. SL noted that the Government had announced a small increase in their funding, which would help.</p> <p><b>Action: 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.</b></p> <p>DD thanked PH for his report.</p>

10	<p><b>Personnel Report</b></p> <p>KHtt introduced her report and said that she had no specific matters to bring to the attention of FGB. She asked FGB to acknowledge the work done by SLT at a very challenging time. She was satisfied that a suitable focus on staff wellbeing was built into CPD processes.</p> <p>KHtt enquired about exit interviews: were these in person or done by written questionnaire? SL said they were usually in person, however with KHee away this week, it may be necessary to switch to questionnaires instead. LPar suggested that it may be a good idea to send questionnaires in advance even when an in-person meeting was envisaged.</p> <p>RD asked whether the School undertook an annual staff survey? This is not done at present and SL plans to do one in the Autumn Term. This would be anonymous. RD offered assistance with this.</p> <p><b>Action: Staff survey to be undertaken in the Autumn Term 2024.</b></p> <p>DD thanked KHtt for her report and for her work on this portfolio.</p>
11	<p><b>Safeguarding portfolio</b></p> <p>No report was due and SA referred Governors to the commentary in the Headteacher's Report.</p> <p>SL advised Governors that the School had one really effective contact, a specific social worker who supported the School and pupils very well. In response to a question from KHtt, he confirmed that the individual had received direct positive feedback from the School.</p> <p>KG advised that during a school visit he had observed TCS food deliveries and that the driver had left the school gates open after driving in. This created a risk around physical security.</p> <p><b>Action: SL will look into the controls and instructions around TCS meal deliveries.</b></p>
12	<p><b>Portfolio Report: Premises and Health &amp; Safety</b></p> <p>DD thanked KG for an excellent and insightful report which offered a useful perspective.</p> <p>KG added that it had become apparent during one of his visits that Little Acorns felt isolated and that they would appreciate some Governor involvement. KHtt had been due to visit this year and would do so in the Autumn Term.</p> <p><b>Action: KHtt to carry out a Governor visit to Little Acorns in the Autumn Term.</b></p>

12	<p><b>Portfolio Report: Premises and Health &amp; Safety (continued)</b></p> <p>KG briefed FGB on health and safety issues relating to the morning drop-off. This took place outside the school grounds and on the public highway, however it was an area of concern. Parents had been observed parking across neighbours' driveways, on the safety zigzag lines outside the gates and in various other unsuitable locations. While most appeared to be courteous and considerate, there was a small minority who exhibited selfish behaviour and created an increased risk of an accident to a pupil or other person.</p> <p>He noted that the lollipop lady did an excellent job and that she would continue in post for at least another year pending the installation of a pelican crossing on the main road.</p> <p>SL said that he would contact the PCSO to establish the most effective way of addressing the risks.</p> <p><b>Action: 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.</b></p> <p>DD thanked KG for his report.</p>
13	<p><b>Governor visits</b></p> <p>KHtt drew attention to her reports on two Governor visits, one to look at SATS procedures and the other concerning her attendance at Parents' Evening.</p> <p>She commended the work of the Forest School staff. The journals she had reviewed were excellent and the engagement and excitement of the children was very pleasing to observe. KHtt recommended that these staff should be invited to participate in parents' evening next year.</p> <p>DD reported that he had attended the Year 6 celebratory performance on the previous Friday and that the engagement from pupils and staff had been phenomenal.</p>
14	<p><b>Ofsted preparation</b></p> <p>SL reported that the concept and practice of a "deep dive" was core to inspection. He said that the inspection team would start by analysing stats and obtain an overview and that they would then focus on specific areas. One of these would be reading and there would be others. The skills developed by staff in preparing and delivering their subject leader presentations would be useful here and should encourage relevant staff that they are subject specialists. They were entitled too to involve other teachers; the subject leader did not need to be the only specialist.</p> <p>Regarding leadership and management, SL advised that the inspectors would look at the School's support for staff wellbeing. As budgets became tighter this would inevitably become harder to do. Staff should ideally be aware of the sources of support and confident that this was available.</p>



14	<p><b>Ofsted preparation (continued)</b></p> <p>SL distributed copies of a document setting out Ofsted Grade Descriptors and drew attention to the factors behind the various judgements of “outstanding”, “good”, “requires improvement” and “inadequate”. There were some subtle difference between the wording used for each grade.</p> <p>DD thanked SL for this useful briefing. He reported that he had attended a DAG seminar on SEND and inclusion and confirmed that the seminar slides were available as a resource on OneDrive in the Ofsted inspection preparation folder.</p>
15	<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>RW had reviewed the Supporting Pupils with Medical Conditions and Administration of Medicines Policy. An amendment had been made to add a note on homeopathic medicines. RW recommended this for approval.</p> <p><b>Decision: FGB approved the Supporting Pupils with Medical Conditions and Administration of Medicines Policy (approval date: 19 July 2023).</b></p> <p>KHtt had reviewed the Redundancy Policy and recommended it for approval.</p> <p><b>Decision: FGB approved the Redundancy Policy (approval date: 19 July 2023).</b></p> <p>RW had reviewed the Positive Behaviour Management Policy (including Anti Bullying, Pupil Discipline, Exclusions and Physical Intervention (Restraint) Policies) and recommended this for approval.</p> <p><b>Decision: FGB approved the Positive Behaviour Management Policy (including Anti Bullying, Pupil Discipline, Exclusions and Physical Intervention (Restraint) Policies) (approval date: 19 July 2023).</b></p> <p>DD had reviewed the Code of Conduct Policy. He had been surprised that this was stated to be non-contractual, but accepted the legal advice that it did not form part of an employee’s contract of employment. He recommended it for approval.</p> <p><b>Decision: FGB approved the Code of Conduct Policy (approval date: 19 July 2023).</b></p> <p>KHtt had reviewed the Staff Capability Policy and the Teachers’ Appraisal Policy. She asked SL to remove a duplicate/superseded copy of the former from the policy drive and recommended both policies for approval.</p> <p><b>Decision: FGB approved the Staff Capability Policy and the Teachers’ Appraisal Policy (approval date: 19 July 2023).</b></p>

15	<p><b>Policies for approval (continued)</b></p> <p>DD had reviewed the Safer Working Practices guidance and recommended this for approval.</p> <p><b>Decision: FGB approved the Safer Working Practices guidance (approval date: 19 July 2023).</b></p> <p>KP had reviewed the Volunteers Policy. Subject to changes in the safeguarding team contact details, she recommended this for approval.</p> <p><b>Decision: FGB approved the Volunteers Policy subject to changes in the safeguarding team contact details (approval date: 19 July 2023).</b></p> <p>KHtt recommended that the policy update record on each policy should include not only the date of any reviews and updates, but also a note of the substance of any update and SL agreed to look at this.</p>
16	<p><b>Governor Training</b></p> <p>RW and DD had attended the attest Ofsted seminar run by DAG.</p> <p><b>Action: Clerk to liaise with RD over Governor training.</b></p>
17	<p><b>Safeguarding Training</b></p> <p>This termly session run by SL had been delivered to FGB at the recent School Improvement Committee meeting.</p>
18	<p><b>Impact from this meeting</b></p> <p>DD noted that there had been a recognition in this meeting that FGB recognised and supported the work of the leadership team.</p> <p>The ongoing work of FGB including receiving the Headteacher's Report and a range of portfolio reports had continued and important policy review had taken place. A new appointment to the Governing Body had been made.</p> <p>A restatement of the importance of the best possible pupil outcomes in the face of increasing financial pressures had been made.</p>
19	<p><b>Next Meeting(s)</b></p> <p>The start-of-year Housekeeping Meeting is likely to be on Wednesday 13 September (in the second week of term).</p> <p><b>Action: Clerk to circulate proposed dates for 2023/24.</b></p>

20	<p><b>AOB</b></p> <p>DD reminded Governors that this was LPar's final meeting. She was now the School's longest serving Governor. He thanked her on behalf of the Governing Body for her invaluable service to the School over these years. As Chair, he had always appreciated her support and her presence on FGB would be missed by him and by all Governors. He wishes her the very best of luck as she embarked on a new professional career.</p>
	The meeting ended at 8:35pm.

<b>Summary of decisions and proposed actions</b>		
<i>Actions</i>		
FGB 22/25	Clerk to arrange induction for RD.	Clerk
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 22/28	SL will look into the controls and instructions around TCS meal deliveries.	SL
FGB 22/29	KHtt to carry out a Governor visit to Little Acorns in the Autumn Term.	KHtt
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
FGB 22/31	Clerk to liaise with RD over Governor training	Clerk
FGB 22/32	Clerk to circulate proposed dates for 2023/24.	Clerk

Summary of decisions and proposed actions (continued)		
<i>Decisions</i>		
Item 6	RD is appointed as a co-opted Governor to serve a four-year term starting on 19 July 2023	
Item 8	RW will take on the role of "Attendance Governor".	
Item 15	FGB approved the Supporting Pupils with Medical Conditions and Administration of Medicines Policy (approval date: 19 July 2023).	
Item 15	FGB approved the Redundancy Policy (approval date: 19 July 2023).	
Item 15	FGB approved the Positive Behaviour Management Policy (including Anti Bullying, Pupil Discipline, Exclusions and Physical Intervention (Restraint) Policies) (approval date: 19 July 2023).	
Item 15	FGB approved the Code of Conduct Policy (approval date: 19 July 2023).	
Item 15	FGB approved the Staff Capability Policy (approval date: 19 July 2023).	
Item 15	FGB approved the Teachers' Appraisal Policy (approval date: 19 July 2023).	
Item 15	FGB approved the Safer Working Practices guidance (approval date: 19 July 2023).	
Item 15	FGB approved the Volunteers Policy subject to changes in the safeguarding team contact details (approval date: 19 July 2023).	

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