

Haslingfield Primary School
Full Governing Body
On Wednesday 21st September 2022 at 6pm in-person

MINUTES

Present: Paula Durrant (Chair), Donna Peck (DP), Guy Lewis (GL), Poppy Short (PS), Natalie Gillies (NG), and James Hayward (Headteacher).

Apologies: None received

In attendance: Anna-Marie Cooper (Clerk) and Mary Gowland (in-coming Clerk)

The meeting was quorate and opened at 6:08pm

1.	Welcome/Introduction and apologies The Chair opened the meeting and welcomed those present, noting that no apologies had been received from Pieter Hall. Those in attendance gave introductions.
2.	Declaration of interest There were no Declarations of Interest raised in relation to matters on the agenda. The Chair reminded governors that the annual Declaration of Interests form for 22-23 had been uploaded to Governor Hub by the Clerk and needs to be completed by all governors. However, later discussions resulted in the governing body agreeing to do this via Governor Hub. ACTION 2: All governors to declare interests on Governor Hub for 22-23 by 30/09/22
3.	Review of minutes held on 21st July 2022 and matters arising Minutes from the meeting held on 21 st July 2022 had been uploaded to Governor Hub in advance of the meeting for Governors' prior consideration. DECISION: Governors confirmed that these were a true and accurate record of the meeting held and approved the minutes. The only matter arising was the postponement of action point 1: DP to provide a presentation on Writing and the school's approach at the next FGB meeting. This will take place at a future meeting when more time is available to give it sufficient attention.
4.	Governing Board Membership Matters <ul style="list-style-type: none">• Election of Chair of Governors for 2022-23 The Chair confirmed that she had spoken individually to all eligible governors regarding the role and succession planning. PH had said he was going to consider the position but was not present to declare his decision. The Clerk sought nominations from governors present and the only one forthcoming was from PD. However, she did stress that there needs to be a succession plan in place and Co-chairing was an option. Governors discussed the situation and agreed that Co-chairing was the preferred model but concluded that all governors needed to be present to make a final decision.

DECISION: PD was elected as Chair until the next FGB meeting when election of Chair would be an agenda item and a permanent decision would be made.

ACTION 3: Clerk to add election of Chair to next FGB agenda.

- **Election of Vice-Chair of Governors for 2022-23**

The Clerk asked for nominations for Vice-Chair and GL stepped forward. Following a discussion governors agreed that the permanent position should be re-visited alongside the Chair of Governors.

DECISION: GL was elected as Vice-Chair of Governors until the next FGB meeting where election of Vice-Chair would be an agenda item and a permanent decision would be made.

ACTION 4: Clerk to add election of Vice-Chair to next FGB agenda

- **Receive resignations**

The Chair confirmed that after many years of service Janet Reinemann resigned as Foundation Governor on 13/09/22. Governors were keen to acknowledge and thank her for the hard work she has dedicated to the role over the years and for the good support she has given the school. Governors discussed ways they could show their thanks and appreciation. The Chair highlighted that both Foundation Governor positions are now vacant and emphasised the difficulty the Haslingfield United Charities have in recruiting to the roles.

- **Review Instrument of Government**

The Chair confirmed she had met with PS who is a lawyer to discuss the legalities of changing the Instrument of Government. They considered whether the document is still fit for purpose and felt that with a few minor adjustments it could offer more flexibility and better suit the needs of the governing body as they struggle to recruit governors.

PS explained that she had referred to the School Governance Regulations and found nothing that prevented their following proposal:

- Retain 2 foundation governors (minimum requirement) but add the word 'if' to the start of the sentence 'appointed by Haslingfield United Charities'
- Add 'up to' 3 co-opted governors
- Terms of office for 2 elected parent governors and 1 elected staff governor to be 'up to 4 years but no less than 2 years'
- Total number of governors to read – minimum of 7 and maximum of 10

The Clerk advised that this deviated from LA procedure and may not be possible – however she would seek clarification from George Hayes, Strategic Lead for Governance.

ACTION 5: PS to send the Clerk the written proposal for changes to the Instrument of Government

ACTION 6: Clerk to seek clarification on proposal for changes to Instrument of Government with George Hayes

The Chair confirmed that she will write to Haslingfield United Charities as their consent to the changes would be needed. She also suggested that further discussion and agreement takes place at the next FGB meeting.

ACTION 7: Chair to write to Haslingfield United Charities to gain their consent for the proposed changes to the Instrument of Government

ACTION 8: Clerk to add review of Instrument of Government to next FGB agenda

- **Governor Recruitment/Vacancies**

The Chair confirmed that the governing body is still carrying some vacancies with one expression of interest that she needs to follow up.

Q/ How do we advertise?

A/ The Chair responded that over the years they have advertised in the village magazine, with national bodies, on the school website and within the local community. She confirmed that recruitment needs to be in place to support succession planning.

Q/ Why do we have foundation governors if we can't recruit them?

A/ The Chair explained that as an endowed school they are required to have them and that the Haslingfield United Charities were planning to approach church wardens to widen the pool. Governors discussed the situation and agreed that they need to go back to the vicar to see if she will take up one of the roles.

- **Review and Update Register of Business Interests**

This was discussed under item 2. The Clerk confirmed that the information needs to be published on the school website.

- **Review and Agree Code of Conduct**

The Chair explained that this was developed to ensure the governing body is fulfilling its duties and governors do need to sign up to it. Later discussions resulted in the governing body agreeing to do this via Governor Hub. The Chair suggested that it needs to be reviewed to align with the school's behaviours and values.

ACTION 9: All governors to agree to abide by the Code of Conduct via Governor Hub by 30/09/22

- **Review and Agree Standing Orders**

Governors reflected that they didn't currently have standing orders but would explore the option to see if they would add value and should be adopted.

ACTION 10: Clerk to share model standing orders for governors to consider

ACTION 11: Clerk to add model standing orders to the next FGB agenda

- **Appoint Governor Panels**

Governors discussed their skills, experience and potential conflicts and appointed the following panel members:

Pay Review – NG, GL, and PD

Complaints – GL, PH, PD

Staff Grievance – PS, GL, PH

Exclusions – PD, GL, PH

Disciplinary Appeals – PH, PD, GL

The Head explained that exclusions shouldn't always be viewed as a negative as sometimes it can be a positive move to have a break and ensure the school has everything in place to support the pupil upon their return.

The Clerk highlighted that the DfE had updated their exclusions guidance and suggested the school should review related policies to ensure they reflect any changes.

ACTION 12: Head to review behaviour policy to ensure it reflects any changes in national guidance

- **Committee Membership and Specific Roles**

It was agreed that Committee Terms of Reference would be reviewed by the respective Committee at their next meeting and report back to FGB.

ACTION 13: Review of Committee TORs to be added to their next meeting agendas

Governors discussed their skills, experience and personal development and appointed the following Committee membership and governor roles:

Resources Committee – GL (elected Chair due to his financial and HR skills), PD, DP, PH, JH

Standards Committee – PD & NG (elected Co-chairs), PS, JH

Link governor roles:

GL – Safeguarding

PD – SEND, early years

PS – Website, equality & diversity, data protection, PE

NG – PSHE, LAC, Pupil Premium

PH – Curriculum, maths

DP – Curriculum, English

5. Strategic Direction

- **Review Strategic Plan 2021-26**

The Chair confirmed there is a 5-year strategic plan in place, but it needs reviewing to reflect the current key priorities of premises, finance, pupil numbers and academisation. She also emphasised the need to look at the school's longer-term vision including educational outcomes. Governors agreed to meet informally to review the strategic plan and align it with the SDP.

ACTION 14: The Chair to send a What's App message to governors to arrange a date for the informal meeting to review the strategic plan

The Chair confirmed that the school has been approached by the CAM Trust which will need to be explored. The Head added that being an endowed school makes academisation more difficult. The Chair reminded governors of the building work that still needs to be undertaken and the fact that the school should be working towards becoming carbon neutral. The Head stressed the need to review the schools PAN (currently 20), and meet with the County's place planning team

ACTION 15: Clerk to add review of the PAN to the next FGB agenda and Head to provide LA admissions data

- **Review of SEF 22-23**

The Head confirmed he is in the process of reviewing the SEF which was discussed with governors at the previous FGB meeting and will be uploaded to Governor Hub once completed.

ACTION 16: Head to complete review of SEF 22-23 and upload to Governor Hub for governors to read

- **Review of SDP 22-23**

The Head reminded governors that he uploaded the overview foci in advance of the meeting for governors to review and outlined the 4 key priorities:

1. Raise standards in Early Years
2. Disadvantaged children continue to make good progress
3. Successful implementation of mixed-aged classes
4. Middle leadership is beginning to have an effective impact on outcomes across the school

He confirmed that in addition to the 4 key priorities there are other ongoing development foci:

- Developing the role of learning coaches
- Monitoring premises and staffing/class structures
- Further embedding values and behaviour policy
- Leading visionary curriculum design

Q/ Aren't buildings still a priority?

A/ The Head replied that this was a priority last year and only 4 annual key priorities could be identified in the SDP – however buildings remain an ongoing development focus.

For clarification, DP gave the example of Writing being an SDP priority last year but this year it will be a focus within the priority relating to the progress of disadvantaged children.

6. Headteacher's Update

A written report was made available on Governor Hub prior to the meeting for governors to read and digest. The Head shared the report on the whiteboard and provided a verbal summary of key points.

Attendance

He reported that attendance data for the first 2 weeks of term (20 sessions) is good with 98% overall. The Head confirmed that last year attendance was difficult to accurately report upon due to Covid absences.

Q/ Does the data include Reception?

A/ The Head confirmed that it does as there were only 2 days of home visits and 3 part-time days.

Q/ Does Reception attendance affect the overall total?

A/ The Head replied that it does and can skew the data due to small cohorts.

The Head confirmed that the Bromcom system provides good data broken down by days of the week and includes reasons for absence. He clarified that he is unable to authorise absence for example when a child's dog died which means it is recorded as unauthorised even though the absence may be for a good reason. The Head explained that the school admin team review attendance fortnightly and raise any concerns. Every 6 weeks he has a meeting with them to discuss any individual attendance falling below 96%. He also reminded governors that the attendance policy and video are on the school website for parents.

Safeguarding

The Head reported was one concern file, one ongoing and a S17 concern raised which is being investigated by the County's safeguarding team.

Q/ Are we holding accurate safeguarding information?

A/ The Head responded that all information is being recorded in My Concern.

Staffing

The Head was pleased to report that the school is fully staffed. He confirmed that in the previous year they had been low on support staff for a time and this year are employing 3 learning coaches instead of teaching assistants. The Head confirmed that one is entry level and another an experienced teacher returning to the workplace. He informed governors that the deployment of learning coaches was already having a huge impact on lunchtime cover arrangements. The Head explained that to ensure value for money - an intervention-led approach has been implemented to ensure directed deployment of this staffing resource. The Head also confirmed the SBM has reduced her working hours by 1 day per week (being flexible with the day) which is working well and saving money. The teaching of music has been removed from PPA time to give more time to subject leaders – it is now being taught in every class on a fortnightly basis. A new curriculum lead (unqualified teacher) has started, and there is a qualified teacher for Spanish and Art. The Head highlighted that these changes need time to embed and will be quality assured.

Behaviour

The Head confirmed the new Behaviour Policy was implemented in March 2022 and some governors attended the related staff INSET training. He informed governors that whilst there was no change to the policy the behaviour forms have been updated to make them more user-friendly. The Head reported that there were no behaviour incidents to report.

Budget

There was nothing to report this early in the new academic year.

Q/ Has information on energy costs and price caps filtered down to schools yet?

A/ The Head replied not yet.

Q/ Have you received any information from the LA?

A/ The Head replied not yet.

The Head reassured governors that energy costs in the budget had been tripled to account for the increases. He has also suggested to the PTFA that they allow parents to make direct debit donations to contribute towards the purchase of specific resources to support learning such as books. This facility will be published on the school website and open to the wider community. The Chair added that this will enable the pooling of donations for the benefit of all children and feedback can be given on how it has been spent and the impact.

Vulnerable Groups

- **Pupil Premium** - the school is tracking the progress of pupil premium children to see if they are on track with reading, writing and maths. The written report outlines the support pupil premium children will be receiving throughout the year to keep them on track. Some children also have SEND and the SENDCO will be looking at these on an individual basis.
- **SEND** – 4 children have an EHCP. The Head is meeting with the SENDCO this week to look at the APGO and categorise EHCPs – high need, medium support, low-level support, and monitoring.
- **EAL** – There are a growing number of children with EAL although some are fluent. There are currently 20 including 4 Ukrainians. The school will be introducing the Bell

	<p>Foundation assessment which will categorise the level of SEND need and help track progress.</p> <p><u>Recovery Plan</u> The Head confirmed the school has been allocated funding to spend on tutoring and are exploring how best to spend it. The Company that supplied tutors previously no longer exists and teaching staff do not have the time.</p> <p>Q/ Is there a shortage of tutors? A/ The Head confirmed that yes this is the case.</p> <p>Q/ Does the LA have a pool of approved tutors? A/ The Head confirmed that he would ask the School Improvement Adviser.</p> <p>The Head provided an example of another Head approaching parents who are also teachers to see if they will do some tutoring. He also explained there are some tutors on the DfE website although few live in the local area.</p> <p><u>Other Updates</u></p> <ul style="list-style-type: none"> • The Head confirmed that the length of the school day has been increased by 5 minutes to align with the new DfE expectation and resulted in an earlier start time of 8:50am. • Three quotes have been received in relation to the early years redevelopment and the Resources Committee, United Charities and the PTFA now need to meet and discuss them.
7.	<p>Headteacher Appraisal The Chair confirmed that the HTPM panel comprising of PD, GL and PH will be meeting with the School Improvement Adviser at 1pm on 28th September. The Head clarified that this meeting will be focusing on target setting as the review meeting took place at the end of the summer term.</p>
8.	<p>Standing Items</p> <ul style="list-style-type: none"> • <u>Safeguarding</u> – the Chair reminded governors that they need to read the Keeping Children Safe in Education 22 statutory guidance and sign to confirm they have done so. <p>Q/ Can the Head provide safeguarding update training for governors? A/ The Head replied that he can and that governors are welcome to attend the safeguarding training provided for volunteers.</p> <p>ACTION 17: Clerk to set up the KCSiE declaration on Governor Hub for governors to confirm</p> <p>ACTION 18: Head to provide safeguarding update training for governors</p> <ul style="list-style-type: none"> • <u>Premises and Health & Safety</u> The Chair confirmed that PH has been doing some work on buildings within the Resources Committee - but he wasn't present to provide an update. • <u>GDPR</u> PS confirmed that the system was integrated last year by an external provider, but she has been in discussions with the SBM about taking GDPR in-house to reduce costs. <p>ACTION 19: PS to follow up with the SBM about taking GDPR in-house</p>

9.	<p>Governor Training and Development The Chair reminded governors to complete the skills audit and upload to Governor Hub.</p> <p>ACTION 20: Governors to complete skills audit and upload by 30/09/22</p> <p>The Chair reinforced the importance of governor training drawing attention to the LA Governance Training Programme and highlighting the termly Governance Briefings as being particularly useful. She suggested that governors might like to take it in turns and requested they check the programme to see what dates they can attend and let her know. The Chair also highlighted the two free places available to attend the Annual Governance Conference.</p> <p>ACTION 21: Governors to let the Chair know what Termly Governance Briefing dates they can attend.</p> <p>The Chair reminded governors on the HTPM panel that they need to attend training. GL confirmed that he has booked on 17/10/22 and 03/11/22 for Safeguarding the governor's role.</p> <p>ACTION 22: Clerk to signpost GL to relevant safeguarding and resources training</p>
10.	<p>Programme of Governor Visits The Head confirmed that he has developed a calendar which he will upload to Governor Hub and will be discussed at the next FGB meeting. However, he felt it was important to arrange key visits for this half-term and governors discussed and agreed the following visits:</p> <ul style="list-style-type: none"> • Early Years – 12/10/22, time tbc PD • Safeguarding – 28/09/22, 11.30am GL • Pupil Premium – 21/10/22, 11am, NG • Equality & Diversity and curriculum – 13/10/22, time tbc, NG & DP <p>ACTION 23: Clerk to add governor visits calendar to next FGB agenda</p>
11.	<p>Policies to be Ratified</p> <p>The policies were uploaded prior to the meeting for governors to review.</p> <p>DECISION: Governors ratified the following policies:</p> <ul style="list-style-type: none"> • Safeguarding & Child Protection 22-23 • Responding to Prejudice-Related Incidents • Safeguarding & Child Protection Statement
12.	<p>Any Other Business</p> <p>None.</p> <p>ACTION 24: Committee Chairs to meet to draft agendas for the next meetings to share with the Clerk</p>
	<p>Dates of next Meetings: The Chair confirmed that FGB meetings will be held in-school and Committee meetings will be held virtually – all will start at 6pm.</p> <p>- Wednesday 12th October Resources Committee 6.00pm (virtual)</p>

- Wednesday 9th November Standards Committee 6.00pm (virtual)
- Wednesday 23rd November FGB 6.00pm (in person)

ACTION – NEXT STEPS				
	Summary of action required	By whom	When	Update
FGB 21/07/22				
1	Provide a presentation on Writing and the school's approach at the next FGB meeting	DP	TBC	To be postponed to a future meeting to allow more time
FGB 21/09/22				
2	All governors to declare interests on Governor Hub for 22-23	All	30/09/22	
3	Election of Chair to be added to next FGB agenda	Clerk	23/11/22	
4	Election of Vice-Chair to be added to next FGB agenda	Clerk	23/11/22	
5	PS to send the Clerk the written proposal for changes to the Instrument of Government	PS	21/10/22	
6	Clerk to seek clarification on proposal for changes to Instrument of Government with George Hayes	Clerk	23/11/22	
7	Chair to write to Haslingfield United Charities to gain their consent for the proposed changes to the Instrument of Government	Chair	23/11/22	
8	Clerk to add review of Instrument of Government to next FGB agenda	Clerk	23/11/22	
9	Agree to abide by the Code of Conduct via Governor Hub	All	30/09/22	
10	Clerk to share model standing orders for governors to consider	Clerk	30/09/22	
11	Clerk to add model standing orders to the next FGB agenda	Clerk	23/11/22	
12	Head to review behaviour policy to ensure it reflects any changes in national guidance	Head	By 21/10/22	
13	Review of Committee TORs to be added to their next meeting agendas	Committee Chairs/Clerk	By next meetings	
14	The Chair to send a What's App message to governors to arrange a date for the informal meeting to review the strategic plan	Chair	By 29/09/22	
15	Clerk to add review of the PAN to the next FGB agenda and Head to provide LA admissions data	Clerk/Head	By 23/11/22	

16	Head to complete review of SEF 22-23 and upload to Governor Hub for governors to read	Head	By 21/10/22	
17	Clerk to set up the KCSiE declaration on Governor Hub for governors to confirm	Clerk	By 29/09/22	
18	Head to provide safeguarding update training for governors	Head	23/11/22	
19	PS to follow up with the SBM about taking GDPR in-house	PS	By 21/10/22	
20	Governors to complete skills audit and upload to Governor Hub	All	30/09/22	
21	Governors to let the Chair know what Termly Governance Briefing dates they can attend.	All	By 21/10/22	
22	Clerk to signpost GL to relevant safeguarding and resources training	Clerk	By 21/10/22	
23	Clerk to add governor visits calendar to next FGB agenda	Clerk	23/11/22	
24	Committee Chairs to meet to draft agendas for the next meetings to share with the Clerk	Committee Chairs/Clerk	30/09/22	