

## Hazeldown School Governing Body

<b>Full Governing Body Committee Meeting – Part 1 Minutes</b>					
Date/Time	14 December 2022 at 6:30pm				
Location	Hazeldown Primary School				
Chaired by	Dave Dawson				
<b>Attendees</b>		<b>Role</b>	<b>Attendees</b>	<b>Init</b>	<b>Role</b>
Dave Dawson	RW	LA Chair	Kevin Gough	KG	Parent
Ruth Walters	RW	Co-opted Vice Chair	Paul Hamilton	PH	Parent
Stuart Ludford	SL	Headteacher			
Kelly Harnett	KHtt	Co-opted			
Samantha Atkinson	SA	Co-opted			

<b>Apologies</b>	<b>Initials</b>	<b>Role</b>	<b>Absent without apology</b>	<b>Initials</b>	<b>Role</b>
Jasmine Banning	JB	Staff			
Laura Parfitt	LPar	Parent			
Kirsty Prentice	KP	Parent			

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

<b>Minutes to</b>
Attendees
School website

	<b>Agenda</b>	<b>Led by</b>
1	Apologies	Clerk
2	Declarations of interest	Clerk
3	Agree minutes of last meeting: 19 October 2022	Clerk
4	Matters arising from previous meeting: 19 October 2022	Clerk
5	Review terms of office	Clerk
6	Review of Governor Effectiveness	DD
7	Headteacher's Report	SL
8	Staffing and strategy	SL
9a	Portfolio Report: Finance	PH
9b	Report on Little Acorns and Extended Schools	PH
10	Portfolio Report: Personnel	KHtt
11	Portfolio Report: Safeguarding	-
12	Portfolio report: Premises and Health & Safety	KG
13	Report on Headteacher's Appraisal	KHtt
14	Report on Clerk's Appraisal	DD
15	Report from Pay Committee	DD
16	Policies for review and approval	Various
17	Governor Training	Various
18	Safeguarding Training	DD
19	Impact from this meeting	
20	Next Meeting(s)	Clerk
21	AOB	Clerk

Item	Details of discussion
1	<p><b>Apologies</b></p> <p>Apologies were received from JB, LPar and KP. DD chaired the meeting.</p>
2	<p><b>Declarations of Interest</b></p> <p>There were no declarations of interest in respect of the business of this meeting.</p>
3	<p><b>Agree minutes of last meeting: 19 October 2022</b></p> <p>The minutes of the previous FGB meeting held on 19 October 2022 were agreed as a fair record of the meeting and were signed by the Chairman.</p>

4	<b>Matters arising from previous minutes: 19 October 2022</b>	
	FGB 22/12	<p>Action: once all replies to Skills Audit received, Clerk to circulate new grid to all members of FGB.</p> <p>The Clerk had circulated an updated Skills Audit earlier in the day. This reflected all returns received in the October 2022 refresh. This would be a useful reference when FGB next considered recruitment requirements.</p>
	FGB 22/13	<p>Action: all Governors and Clerk to complete the Autumn 2022 Safeguarding training and assessment.</p> <p>KHee will chase the last couple of completions individually.</p> <p>Note that Safeguarding Training undertaken by Governors does not appear on the Register of Governor Training maintained by the Clerk, but on the School's comprehensive safeguarding training records.</p> <p><b>Action: KHee to chase those Governors who have not yet completed the Autumn 2023 safeguarding training update.</b></p>
	FGB 22/14	<p>Action: Clerk to add KCSIE 2022 to OneDrive.</p> <p>Done</p>
	FGB 22/15	<p>Action: DD to circulate proposed dates for Pay Committee</p> <p>Done and meeting has taken place – refer Agenda Item 15 below.</p>
	FGB 22/15	<p>Action: KHee to review Governor coverage for Safer Recruitment training and determine whether any additional or renewal training is due.</p> <p>KHee reported that the requirement is for at least one member of any interview panel to have completed Safer Recruitment training. It is unlikely therefore that a convened panel would be dependent upon a Governor having had the training, however Safer Recruitment training provides additional insights into safeguarding and child protection and is a worthwhile qualification.</p> <p>KHee will circulate details of the online training course to all Governors and, while this will be offered as optional</p>

		<p>training, it is hoped that at least some will take it up.</p> <p>(See also Agenda Item 18 regarding induction training for new Governors.)</p> <p><b>Action: KHee to provide all Governors with link to access online Safer Recruitment training. Although this is not mandatory, Governors are encouraged to undertake the training.</b></p>
5	<p><b>Review terms of office</b></p> <p>Governors noted that current membership and composition of FGB and noted that there was no urgency to fill the one existing vacancy.</p>	
6	<p><b>Review of FGB effectiveness</b></p> <p>DD had circulated the written report on the Review of Governor Effectiveness which had been carried out on 25 November. He summarised this as a generally positive report which confirmed that FGB was doing many things well. There was nothing in the observations and recommendations which was urgent in nature. There were some useful recommendations and he would like FGB to consider these early in the New Year with a view to formulating an Action Plan and a timescale for implementing any agreed actions, perhaps with any required formal approvals being dealt with at next September's FGB Housekeeping meeting.</p> <p>DD had already noted some proposals for action planning, however it was important that the Plan was in the ownership of the whole of FGB. He proposed that a subgroup be formed to draw up an Action Plan with a view to agreeing the Plan at FGB on 8 February 2023. The subgroup would meet once or at most twice in January 2023. Several Governors expressed an interest in contributing to this work.</p> <p><b>Action: DD to circulate proposed date for subgroup to meet in January 2023, ideally at a twilight session in the School.</b></p>	

7	<p><b>Headteacher's Report</b></p> <p>SL referred to the written report which was available on OneDrive and provided several oral updates.</p> <ul style="list-style-type: none"> <li>• He was pleased to be able to report that a further round of recruitment for the Year 3 teaching vacancy had produced several good candidates and that an appointment for a three-day-a-week role for the rest of the current school year had been made. This new appointee would share the Oak class with the School's cover teacher, who had existing experience of this class. Arrangements were being made to fill in the two days of the cover teacher's time and these might involve the appointment of the second-placed applicant for the role. All in all, this was a good outcome.</li> <li>• There was a lot of staff absence through illness. Staff were showing a great willingness to help fill gaps and were being flexible. This helped the School to continue to provide valuable education and to avoid the need to switch to a "childcare" mode which was always a risk at a time of high staff absence.</li> <li>• The DfE had announced that primary schools were in line to receive an energy efficiency grant amounting to an estimated £16,000. SLT were considering various options including improvements to school boilers and upgrades to lighting.</li> <li>• In response to a question from DD, SL reported that there was not a great deal of parental concern around the risk of Strep A. The School had sent an information bulletin to parents.</li> </ul> <p>DD thanked SL for a helpful and informative report.</p>
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8	<p><b>Staffing and Strategy</b></p> <p>SL reported that it was proving difficult to make plans at present as the School, like others, was still waiting for some important detail on the budget for next year. Until there was greater clarity, it was not possible to plan the September 2023 budget.</p> <p>SLT would ideally like to continue to operate with the current staffing structure which included, for example, a complement of TAs and a cover teacher (as opposed to a cover supervisor). However, this would undoubtedly put pressure on budgets. Some key roles were currently employed on temporary contracts, which was not ideal but was the only way to prevent the School becoming overcommitted financially. One potential source of general budget funding was the new kitchen fund, however if this were to be applied to ongoing school operations, it was very difficult to envisage that it might be possible to replenish the new kitchen fund again.</p> <p>RW reminded FGB that it had been acknowledged that the operation of a kitchen in school would bring new operational risks. SL acknowledged this and said that one option might be use the kitchen as a finishing kitchen while still utilising outside contractors/caterers.</p> <p>SL said that NFF funding arrangements for next year were still far from clear. Alongside this, there were some centralised services provided at a county level, such as EdPsych services, which represented essential services, but which consumed a share of the School budget. SLT were waiting for Devon</p>
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	<p>Education Services to clarify exactly what would be included in “school improvement support” next year.</p> <p>In the meantime, planning for the new kitchen was still proceeding.</p> <p>DD thanked SL for his report and confirmed that further analysis and planning would be needed next term.</p>
9a	<p><b>Portfolio Report: Finance</b></p> <p>PH presented his Finance portfolio report. He thanked the School Business Manager and Charles from the DCC finance team for their support. Expectations on the current year financial outturn were coming into focus, however the School was still waiting to receive invoices for energy consumed in the current winter period.</p> <p>SL noted that most of the adverse pressures on the budget came from factors which were external to the School and/or uncontrollable. This meant that the future was uncertain and made strategic planning difficult. PH agreed while noting that staff and budget holders were taking a considered and responsible approach to budgetary pressures and managing available funds well.</p> <p><b><i>KG asked whether Governors could view the underlying spreadsheets in addition to the portfolio reports.</i></b> Since FGB had a responsibility for governance of finances, it would be helpful to be able to see greater detail including, for example, the headline numbers. DD noted that one option might be to create a Resources Committee as part of the response to the review of FGB effectiveness and this could consider such reports. This should be included in the January/February discussions.</p> <p><b>Action: PH and Clerk to devise a suitable approach to greater sharing of financial reports among Governors (notwithstanding any structural changes that might be introduced).</b></p> <p>Regarding future structures, RW reminded Governors that a strength of the portfolio approach (as opposed to subcommittees) was that it made it much easier for all Governors to have an awareness and understanding of all important topics as these were all visible at FGB level.</p> <p><b>Decision: Governors noted the content of the finance portfolio report.</b></p>
9b	<p><b>Report on Little Acorns and Extended Schools</b></p> <p>DD introduced the two reports which has been prepared by the SBM and noted that these were excellent. As these are Governor-led activities, it is for the Governors to make decisions affecting them.</p> <p>Turning first to Little Acorns, this was a successful and valuable part of the School and there was already good links with Reception. There were two decisions for Governors to consider. These were set out in the briefing paper: the first was the question of whether to add an additional half-day to the contract of the Pre-School Leader to provide additional time for leadership and management activities; the second was whether to give additional contract hours (three hours per week) to the Little Acorns Administrator. These actions would naturally add to the operating costs of Little Acorns.</p>

**DD asked what the financial and other impact of a reduction in take-up of places might be.** KHtt noted that there was a risk of turning pupils away, as it meant that they may not later join the main School. SL reported that half of the children in Reception this year had come up from Little Acorns and this should not be overlooked. **DD asked what would be the impact of not approving the additional half day of leadership time.** SL said that this would mean less time and resource available to focus on School development and improvement. He recommended at least one additional term at the higher hours to address key objectives. PH felt that this was a valid investment to make. SL reassured Governors that all staff with release time were required to report on the impact of this time.

**Decision: Governors agreed to continue to offer the Pre-School Leader an additional half day of leadership time.**

**Decision: Governors agreed to increase the hours of the Pre-School Administrator from 9 to 12 hours per week.**

Turning to Extended Schools, DD drew attention to the written report and the recommended option of increasing the fees. He acknowledged that economic circumstances were difficult for many families, but reminded Governors that they were not permitted to run Extended Schools at a loss.

Alongside the fee proposals were some suggestions on changing the pattern of pick-up times from the present three to two designated times only. Parents had been canvassed on this and there was a range of responses and preferences. KHtt noted that the survey results suggested that a larger percentage of parents would be adversely affected by such a change. SA noted that the flexibility of the Hazeldown system was widely valued by comparison to other schools which gave parents very little flexibility.

**RW asked whether a financial comparison of the options had been prepared;** SL said that this was difficult as it depended largely on assumptions about uptake and these were difficult to model.

DD summarised by saying that any savings from a reduction to two times would be largely administrative, as staff/pupil ratios made any reduction in pupil-facing staffing difficult to achieve. Therefore overall savings would not be significant.

SL reminded Governors that it was legitimate to transfer funding from Little Acorns (but not from the main School), however Little Acorns was not currently generating enough of a surplus to be a source of funding.

**Decision: Governors agreed to retain the three-option arrangements for pick-up times from Extended Schools.**

The discussion turned to the proposed fee increases. Some of the proposals were quite high in percentage terms and DD enquired whether this would result in breakeven or in a surplus. SL confirmed that a small surplus would be the outcome assuming no change in uptake.

DD asked about the recharge; currently Extended Schools made periodic agreed payments into the School budget to reflect use of premises and

	<p>provision of facilities such as utilities and cleaning. Having a recharge in place was seen as good practice and was commercially beneficial for the main School. Could this be waived or reduced? Discussion ensued about the desired budget outcome and whether this was to break even or to make a surplus and a range of considerations were raised including the likely impact on parents. Governors felt that they needed more time to consider this; although there were benefits in giving a clear term's notice to parents of the prospective April 2023 increase, further modelling needed to be done.</p> <p><b>Action: SBM to be asked to prepare some additional proposals for charging for Extended Schools including an option with a lower percentage increase.</b></p> <p>DD asked SL to thank the SBM for her work on these papers and proposals.</p>
10	<p><b>Personnel Report</b></p> <p>DD introduced the Portfolio Report on Personnel which had been prepared by KHtt. This was a comprehensive and informative report. KHtt reported that there were no further items to add to the written report. She expressed thanks to KHee and to the Year 4 Teacher who had been particularly helpful during the course of her work.</p> <p><b>Governors noted the contents of the Personnel Report.</b></p>
11	<p><b>Portfolio Report: Safeguarding</b></p> <p>No report was due at this meeting. SA stated that there were no urgent issues requiring Governor attention. The new security system with perimeter gates providing coded and authorised access to the School site was a positive development.</p> <p>SL noted that the new system depended on internet connectivity being active and a risk relating to loss of connectivity had been identified. This was being addressed.</p> <p>DD drew attention to the fact that he had attended a Chair's Forum on SEND on the previous day. He had uploaded notes to OneDrive and these were relevant to safeguarding considerations; he encouraged Governors to read them (located in the Governor Training folder).</p>
12	<p><b>Portfolio Report: Premises and Health &amp; Safety</b></p> <p>KG introduced the first new format Premises and Health &amp; Safety Report. DD commented that this was an excellent report. The style adopted, of highlighting the questions asked by the preparer of the report, was highly effective and other Governors might wish to adopt a similar style. This still left scope for readers of the report to append their own questions.</p> <p>KG said that he had little to add to the written report, which focused partly on systems and procedures and partly on observations from his own visit. As the year progressed, follow-on reports would contain less of the former and more of the latter.</p>



	<p>KG asked whether his report should also cover LA and ES. SL explained that the systems in place were largely whole-school and therefore the same, however some coverage in later reports would provide assurance to Governors.</p> <p><b>Governors noted the contents of the Premises and Health &amp; Safety Report.</b></p>
13	<p><b>Report from the Headteacher's Appraisal Committee</b></p> <p>KHtt reported that this year's appraisal process had been positive and the appraisal had gone very well. Helen Eversett (DCC School Effectiveness Adviser) had attended. Ideally the appraisal should be as early in the term as possible to ensure that the Headteacher had the opportunity to align personal objectives with the new School Improvement Plan.</p> <p>RW reported that strategies for ensuring SL's own health and wellbeing were in place as part of the appraisal coverage.</p> <p>KHtt added thanks on behalf of FGB to SL for his work and commitment.</p> <p><b>Governors noted the oral report from the Headteacher's Appraisal Committee.</b></p>
14	<p><b>Report on Clerk's Appraisal</b></p> <p>DD reported that the Clerk's appraisal had been concluded and that this had been positive. The Clerk had been asked in his previous appraisal to keep a timesheet and he had done this; it showed that his actual hours worked over a year were higher than the standardised hours recommended by Babcock for the role at the time of his appointment and the appraisal team had consequently agreed an increase to his contracted hours. Some objectives for the coming year had been agreed including redesigning the Governor Induction process and other actions which aligned well with the review of governor effectiveness.</p> <p>He thanked the Clerk on behalf of FGB for his work.</p> <p><b>Governors noted the oral report on the Clerk's Appraisal.</b></p>
15	<p><b>Report from the Pay Committee</b></p> <p>DD reported on the Pay Committee meeting. SL had presented a range of proposals. One or two minor concerns had been discussed. The Committee had ratified the proposals.</p> <p><b>Governors noted the oral report from the Pay Committee.</b></p>

16	<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. Governors noted that SL had updated data protection and GDPR policies and had clarified the titles, content and coverage of these. The Clerk had an action from SIC to ensure that all dependent paperwork was aligned with the revised policy descriptions.</p> <p>PH had reviewed the Finance Policy and he recommended this for approval. It was agreed that no changes to levels of delegated authority were required.</p> <p><b>Decision: Governors approved the Finance Policy (approval date: 14 December 2022).</b></p> <p>KG had reviewed the Health &amp; Safety Policy. He had raised several questions with SL regarding responsibility and accountability of Governors and staff respectively and SL had answered these. KG was content to recommend the Policy for approval.</p> <p><b>Decision: Governors approved the Health &amp; Safety Policy (approval date: 14 December 2022).</b></p> <p>SL reported that the Emergency Management Plan and Business Continuity Plan had been updated and required Governor approval. He had been closely involved in the drafting and recommended the Plan to FGB for approval.</p> <p><b>Decision: Governors approved the Emergency Management Plan and Business Continuity Plan (approval date: 14 December 2022).</b></p> <p>The Assessment Policy was due for approval by LPar, who had sent apologies.</p> <p><b>Action: Clerk to follow up status of LPar’s review of the Assessment Policy.</b></p> <p>The new SEND Policy was due for review. SL reported that KP had reviewed this and had recommended it for approval.</p> <p><b>Decision: Governors approved the SEND Policy (approval date: 14 December 2022).</b></p> <p>SL reported that the new Admissions Policy was due to be approved and he recommended it to FGB.</p> <p><b>Decision: Governors approved the Admissions Policy (approval date: 14 December 2022).</b></p> <p><b>Action: Clerk to move the timing of the Admissions Policy review in the Policy Review grid.</b></p> <p>Turning to the GDPR and related policies, SL recommended them for approval in line with the scope which he had explained at SIC.</p> <p><b>Decision: Governors approved the following GDPR policies and statements (approval date: 14 December 2022):</b></p>
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	<ul style="list-style-type: none"> <li>- <b>Data Protection Policy 2022</b></li> <li>- <b>IT Policy</b></li> <li>- <b>Freedom of Information Policy (also having regard to the ICO Freedom of Information Publication Scheme and the ICO Freedom of Information Act 2000 Definition Document)</b></li> <li>- <b>Privacy Notice (Primary School Pupils and Parents)</b></li> <li>- <b>Privacy Notice (School Workforce)</b></li> </ul>
17	<p><b>Governor Training</b></p> <p>RW had attended a Chair's Forum SEND and this had been covered under the previous Safeguarding agenda item.</p> <p>The Clerk had updated the Register of Governor Training and emailed all Governors asking them to check their own entry.</p> <p>The clerk had booked spring Term course for several Governors.</p>
18	<p><b>Safeguarding Training</b></p> <p>In view of the online Safeguarding Training that all Governors had been asked to undertake earlier this term (see email from KHee), Governors agreed that, in the absence of any urgent updates from SL, this meeting's training session could be deferred.</p> <p>SL reminded Governors about the updates to KCSIE effective from September 2022. He had attended a forum led by Jonathan Galling, DCC's Senior Education Safeguarding Officer, and this, together with SL's experience gained through his role at the St Christopher's MAT, had confirmed that there was much variation in interpretation of the new guidance. This included in relation to areas such as questioning of pupils about their experience, Governor induction and assessment of online behaviour during the staff recruitment process. Further guidance would be forthcoming in all these areas and Schools would have additional obligations.</p> <p>A new audio resource relating to safeguarding would soon be available for use in the Governor induction process.</p>
19	<p><b>Impact from this meeting</b></p> <p>DD summarised the key outcomes of the meeting. These included a productive debate and some useful decisions in relation to Little Acorns and Extended Schools. The latest Report from the Headteacher had been considered. Some important policy updates had been considered and approved. A useful safeguarding update had been brought to the attention of Governors, along with regular portfolio reports.</p>

20	<p><b>Next Meeting(s)</b></p> <ul style="list-style-type: none"> <li>• SIC Wednesday 25 January 2023 (including consideration of the December data drop)</li> <li>• FGB Wednesday 8 February 2023</li> </ul>
21	<p><b>AOB</b></p> <p>DD reported that the School had been made aware that there had been an anonymous complaint to Ofsted over the School's handling of an internal investigation carried out in the Summer Term. In line with their normal practice, Ofsted had contacted the Local Authority, which had in turn appointed a designated investigating officer to review the complaint. This officer had contacted the School and interviewed the Headteacher in the course of reviewing the School's handling of the original investigation. The officer was satisfied with the School's actions and was due to report back to Ofsted to say that the School had followed its published process "to the letter".</p>
	The meeting ended at 8.35pm.

<b>Summary of decisions and proposed actions</b>		
FGB 22/13	Action: KHee to chase those Governors who have not yet completed the Autumn 2023 safeguarding training update.	KHee
FGB 22/15	Action: KHee to provide all Governors with link to access online Safer Recruitment training. Although this is not mandatory, Governors are encouraged to undertake the training.	KHee / All
FGB 22/16	Action: DD to circulate proposed date for subgroup to meet in January 2023, ideally at a twilight session in the School.	DD
FGB 22/17	Action: PH and Clerk to devise a suitable approach to greater sharing of financial reports among Governors (notwithstanding any structural changes that might be introduced).	PH/Clerk
FGB 22/18	Action: SBM to be asked to prepare some additional proposals for charging for Extended Schools including an option with a lower percentage increase.	SL
FGB 22/19	Action: Clerk to follow up status of LPar's review of the Assessment Policy.	Clerk
FGB 22/20	Action: Clerk to move the timing of the Admissions Policy review in the Policy Review grid.	Clerk
9b	Decision: Governors agreed to continue to offer the Pre-School Leader an additional half day of leadership time.	
9b	Decision: Governors agreed to increase the hours of the Pre-School Administrator from 9 to 12 hours per week.	

9b	Decision: Governors agreed to retain the three-option arrangements for pick-up times from Extended Schools.	
16	Decision: Governors approved the Finance Policy (approval date: 14 December 2022).	
16	Decision: Governors approved the Health & Safety Policy (approval date: 14 December 2022).	
16	Decision: Governors approved the Emergency Management Plan and Business Continuity Plan (approval date: 14 December 2022).	
16	Decision: Governors approved the SEND Policy (approval date: 14 December 2022).	
16	Decision: Governors approved the Admissions Policy (approval date: 14 December 2022).	
16	Decision: Governors approved the following GDPR policies and statements (approval date: 14 December 2022): <ul style="list-style-type: none"> <li>- Data Protection Policy 2022</li> <li>- IT Policy</li> <li>- Freedom of Information Policy (also having regard to the ICO Freedom of Information Publication Scheme and the ICO Freedom of Information Act 2000 Definition Document)</li> <li>- Privacy Notice (Primary School Pupils and Parents)</li> <li>- Privacy Notice (School Workforce)</li> </ul>	

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

Signed (Chair of Committee)		Date