

Hazeldown School Governing Body

Full Governing Body Committee Meeting – Part 1 Minutes					
Date/Time	23 October 2024				
Location	Hazeldown Primary School				
Chaired by	Dave Dawson				
Attendees		Role	Attendees	Init	Role
Dave Dawson	DD	LA Chair	Paul Hamilton	PH	Parent
Ruth Walters	RW	Co-opted	Matt Hallett	MH	Parent
Stuart Ludford	SL	Headteacher	Cloudi Lewis	CL	Parent
Ruth Doughty	RD	Co-opted			
Samantha Atkinson	SA	Co-opted			
Jasmine Garswood	JG	Staff			

Apologies	Initials	Role	Absent without apology	Initials	Role
Kelly Harnett	KHtt	Co-opted			
Tony Leney	TL	Parent			

In Attendance	Initials	Role
Tim Synge	TS	Clerk
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: 11 September 2024	Clerk
4	Matters arising from previous meeting: 11 September 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 TL and KHtt. 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 11 September 2024 were agreed as a fair record of the meeting and were signed by the Chairman.</p>

4	Matters arising from previous minutes: 1 September 2024		
	FGB 24/01	Clerk to liaise with School Business Manager over making SchoolPro Data Protection module available to all Governors.	Details issued by email on 23 Oct 2024
	FGB 24/02	Clerk to include SEF on SIC agenda for 9 October and one-off FGB agenda for 4 December.	Done. RD has circulated a pro forma "Governing Body school knowledge self evaluation" audit form published by The National College which may be useful for self evaluation; this is available in OneDrive folder C1.
	FGB 24/03	Clerk to email all Governors to establish whether another Governor might wish to join RW and RD on the Headteacher's Appraisal Panel.	Done on 12 Sept. Panel met on 22 October 2024.
	FGB 24/04	Clerk to book a place for DD to attend the DAG Conference on 16 November.	Done.
	FGB 24/05	Clerk to check date of last Governance training for each Governor and to identify suitable update course for anyone who has not attended a course in the last 12 to 18 months.	Done.
	FGB 24/06	Clerk to identify a suitable course on Governance of SEND/VPs for CL to attend.	Place booked on 10 Oct course.
	FGB 24/07	DD to draft Governance section of School Improvement Plan 2024/25; any Governor with suggestions for this to contact DD.	Updated Governance section included in draft SIP 2024/25.
5	Review terms of office		
	<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). The Clerk will make arrangements for advertising of the Staff Governor role later this term.</p>		
6	Headteacher's Report		
	<p>DD thanked SL for an informative and wide-ranging report. He commented on a couple of items in the report:</p> <ul style="list-style-type: none"> The Ofsted inspection had been a positive experience, <i>however it was important that the School and FGB do not rest on their laurels. Plans were already in place for key areas including the kitchen, attendance and curriculum development.</i> 		

6	<p>Headteacher's Report (continued)</p> <ul style="list-style-type: none"> • DD noted the positive feedback from the ITAP day which the School had hosted in September and congratulated KHee for organising a successful day. • He observed that the new SENDCO appointment appeared to be a good one. • He noted a couple of factors which had impacted actual expenditure against budget including a replacement external door and the need for additional MTA hours against initial projections. <p>SL responded:</p> <ul style="list-style-type: none"> • He agreed that it was important for the School not to rest on its laurels. The draft School Improvement Plan 2024/25 had already been updated to reflect feedback from the post-inspection verbal feedback session and from the draft written inspection report which had now been received by the School. He described some of the key changes and areas of focus. • He reflected that, on the one hand, the School had hoped to be further advanced in its current programme of curriculum development before the inspection, but, on the other hand, he was pleased that the School's approach was one of being "always ready" for inspection. <p>KHee added that the subject leader conversations in the Summer Term had been very valuable in preparing staff for inspection. He also advised that it was important for Governors to be aware that the School faced challenges when dealing with the Local Authority ("LA"), for example in relation to SEND matters, where it was expected that the LA would act as a provider of expert advice and guidance; sadly, this was not always the case and the LA would sometimes offer conflicting advice and responses. He felt that the Ofsted inspection team had been sympathetic to this.</p> <p>SL reported on the change to the start-of-day timings. This could have been tough to implement, but parents appeared to have accepted the need for the change and adapted well. There were few cases of lateness arising from this change.</p> <p>SL reported that the pay award for support staff had now been settled. The SBM had notified all support staff and there would be back pay included in November salaries.</p> <p>Further questions and responses had been posted on the Headteacher's Report on OneDrive, as follows:</p> <p>KHtt asked: <i>"What's the date of the CPD group for workload? Attendance from personnel review may be useful with support for the next portfolio review."</i> Response: "Wednesday 6th November 3:30pm"</p> <p>KHtt asked: <i>"Risk Assessments – who is responsible for completing and then signing these off?"</i> SL responded that he does this.</p>
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6	<p>Headteacher's Report (continued)</p> <p>KHtt asked: <i>"Are we conducting exit interviews for team members who leave Hazeldown? Is this something that the governors are able to support with?"</i></p> <p>SL responded: "We have done in the past, but not for some time. It would be useful for a 'third party', other than members of the SLT to take this on."</p> <p>RD commented: <i>"There are some really positive comments from Ofsted; well done to the whole team."</i></p> <p>RD commented: <i>"I love the vision for SEND and think it fits Hazeldown well. How will this now be cascaded to the whole team?"</i></p> <p>SL responded as follows: "Through planned CPD sessions linked to the OAIP. We will also be building up a bank of key messages which have been shared with parents at the forum sessions so staff can echo the same messages in the same language."</p> <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>School Improvement Plan 2024/25</p> <p>SL reported that the draft Plan had been amended to address comments and suggestions from Governors at the last SIC meeting and feedback from the post-inspection verbal feedback session and from the draft written inspection report which had now been received by the School.</p> <p>Following the inspection, there was a good opportunity to work on curriculum development. The Curriculum Lead could now work individually with subject leaders on individual subjects with the benefit of a little more time in the current school year.</p> <p>DD observed that this was a challenging Plan. SL noted that there were many interdependencies, for example, the focus on Ordinarily Available Inclusive Provision "OAIP") would benefit all pupils, not just those with SEND.</p> <p><i>DD noted the first SEND Parents' Forum and asked whether Governors could be involved.</i> SL agreed that this was a good idea, noting that it would also provide additional monitoring opportunities for Governors. <i>PH asked for an assessment of the first SEND coffee morning.</i> KHee said that attendance had been light, but that parents and staff had found the session helpful. Future sessions would focus on specific areas to promote interest.</p> <p><i>DD asked whether continuity planning was in place to cover a forthcoming maternity leave in Foundation Stage.</i> SL confirmed that it was and said that the maternity cover post would start in January, allowing a month of lead-in time and overlap. Discussions were also in place with the postholder to maximise the effective use of her Keeping-In-Touch days (subject to her remaining content to utilise these in this way). SL added that there would be a new teacher in post in Willow from January to replace a mid-year leaver.</p>

7	<p>School Improvement Plan 2024/25 (continued)</p> <p>Turning to the Governance section, DD described the three areas which had been added to the draft:</p> <ul style="list-style-type: none"> • Ensure that all Governors can articulate the School's vision and values; • Ensure that all Governors have a good understanding of the School's performance data; • Undertake Governor self-evaluation in Summer Term 2025. <p>In addition to these, DD suggested that it was important that the Governing Body developed a good understanding of the implications of academisation and became familiar with the decision-making process. It was not clear what the new Government's attitude towards academisation was, however it was important that the School was in as strong a position as possible in relation to this important issue.</p> <p>Decision: FGB approved the proposed changes to the draft Governance section of the School Improvement Plan 2024/25 and approved the School Improvement Plan 2024/25.</p>
8	<p>Portfolio Report: Finance</p> <p>DD introduced this portfolio report, noting that, although these were challenging times for the School from a financial perspective, there was nothing in the figures to cause undue concern. The financial reports showed a similar position to the previous set of monitoring reports. He drew attention to the School's new system for monitoring expenditure against the supply budget; this was proving to be effective and helpful.</p> <p><i>DD advised FGB that pupil vacancies (which had been expected in line with national demographic changes) were serving to depress income and this was leading to a utilisation of the carryover surplus.</i></p> <p>SL commented on the possibility of accepting two-year olds to improve the School's financial position: it was difficult to accommodate them in a single room with older children. In addition, some competitors held an advantage through offering all-year round availability. A move to an all-year round offering would require not only the recruitment of additional teachers, but would also have wider implications for site cover and other support activity.</p> <p><i>DD asked how the School might maximise the value of the Ofsted inspection outcome when this was made public.</i> Discussion ensued and it was agreed that quoting of key phrases on social media should be considered.</p> <p>DD drew attention to the report from Devon Audit Partnership following their recent fieldwork on Purchasing and Payment Systems and on Income Collection and Banking. This stated "A sound system of governance, risk management and control exists, with internal controls operating effectively and being consistently applied to support the achievement of objectives in the area audited". Governors recognised the work done by staff to make this conclusion possible.</p>

8	<p>Portfolio Report: Finance (continued)</p> <p><i>PH drew attention to the financial impact of the new kitchen: the unit cost of meals was a little higher than budgeted, so careful cost control would be needed through the rest of the financial year.</i> This was being monitored by the School.</p> <p>DD thanked PH for his report.</p>										
9	<p>Portfolio Report: Safeguarding portfolio</p> <p>RD referred to her written report. There was nothing to add to this. She highlighted briefly the use of the word “tenacious” by one of the Ofsted team during the recent inspection; this should be taken as a positive comment.</p> <p>DD reported that he had been challenged by one of the cleaning team when arriving for this meeting; this demonstrated the good attention to safeguarding by all.</p> <p>All Governors have now completed their annual safeguarding training following the National College online course.</p>										
10	<p>Portfolio Report: Personnel portfolio</p> <p>No report was due at this meeting and there were no urgent matters for attention.</p>										
11	<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>										
12	<p>Portfolio Report: Curriculum</p> <p>No report was due at this meeting and there were no urgent matters for attention.</p>										
13	<p>Governor Visits programme 2024/25</p> <p>SA introduced the proposals which SL and she had agreed for this year’s programme of visits. She invited Governors to take on individual visits.</p> <table border="1"> <tr> <td>Autumn 2</td><td>Overview of progress with the curriculum lead</td></tr> <tr> <td>Spring 1</td><td>Key Themes</td></tr> <tr> <td>Spring 2</td><td>Writing across the school</td></tr> <tr> <td>Summer 1</td><td>End Points</td></tr> <tr> <td>Summer 2</td><td>Books and Pupil Voice across the curriculum</td></tr> </table> <p>SA would carry out the Autumn 2 visit. PH offered to do Spring 2, DD will do Summer 1 and RW will undertake Summer 2. (This leaves Spring 1 “Key Themes” to be allocated.)</p>	Autumn 2	Overview of progress with the curriculum lead	Spring 1	Key Themes	Spring 2	Writing across the school	Summer 1	End Points	Summer 2	Books and Pupil Voice across the curriculum
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13	<p>Governor Visits programme 2024/25 (continued)</p> <p>Action: Governors to email SA to express interest in undertaking or supporting Governor Visits (especially Spring 1 “Writing across the School”).</p> <p>The subject leader conversations in Summer Term 2025 will also offer a very useful visit/monitoring opportunity as in recent years.</p> <p>Governors confirmed that they would use the new reporting templates devised by RD for these visits. (Note: pro formas are available in OneDrive folder F2.)</p> <p>DD reminded Governors of the National College audit form “Governing board school knowledge self-evaluation form”. This had been designed to help governors to understand clearly how well they know the school and how effective its performance is”. He commended it to all Governors.</p> <p>Action: Clerk to circulate the Governing board school knowledge self-evaluation form published by the National College.</p>
14	<p>Portfolio Report: Vulnerable Pupils</p> <p>No report was due at this meeting and there were no urgent matters for attention.</p>
15	<p>Portfolio Report: Community & Parent Links</p> <p>No report was due at this meeting and there were no urgent matters for attention.</p>
16	<p>Equality Objectives</p> <p>DD thanked RD for her work on monitoring of the Equality Objectives. The report concluded that the objectives are monitored regularly by the Senior Leadership Team. Questions had been added to the report as follows:</p> <p><i>SA asked: “Are you able to give a couple of examples of the books covered in the reading curriculum that address protected characteristics so that governors could talk about them? Do staff share the rationale for choice of books with the children?”</i></p> <p>Teachers do talk about why the books are important, what the message is and how this fits in to our overall values and character. As a cross section of examples: Year Six: “I am Malala” – Malal Yousafzai; “Different Sort of Normal” – Abigail Balfe. Year Four: “Little Leaders. Bold Women in Black History” – Vashti Harrison; “The Invisible Boy” – Trudy Ludwig. Year Two: “Amazing Grace” – Mary Hoffman and Caroline Binch; “Counting on Katherine” – Helaine Becker. Foundation Stage: “The Proudest Blue” – Ibtihaj Muhammad; “Talking is not my thing” – Rose Robbins.</p> <p><i>PH asked: “Is there a requirement for the School to have clear/accessible signage for areas such as toilets? Or is it something we should proactively consider? This occurred to me on my last visit, I believe on the door to the Men’s toilets (opposite the School Office) has an older style standard written sign and a larger colourful sign.”</i></p> <p>SL responded: “Our accessible toilet in the middle of the corridor has male, female and wheelchair user symbols on it. I’m not sure if the others need different signs – something to look into.”</p>

17	<p>Policies for approval</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>RD had reviewed the Safeguarding and Child Protection Policy. A couple of minor queries had been addressed by SL and RD recommended the policy for approval.</p> <p>Decision: FGB approved the Safeguarding and Child Protection Policy (approval date: 23 October 2024).</p> <p>PH and DD had reviewed the Teachers' Pay Policy and recommended this for approval.</p> <p>Decision: FGB approved the Teachers' Pay Policy (approval date: 23 October 2024).</p> <p>RD had reviewed the Admissions Policy and had no comments.</p> <p>Decision: FGB "agreed" the Admissions Policy (approval date: 23 October 2024) so that this could be returned to County pending formal approval by the School in February 2025.</p> <p>PH had agreed with SL minor wording changes to the Charging and Remissions Policy and now recommended it for approval.</p> <p>Decision: FGB approved the Charging and Remissions Policy (approval date: 23 October 2024).</p> <p>Having reviewed the Complaints Policy and made some minor changes with SL, DD recommended the Complaints Policy for approval.</p> <p>Decision: FGB approved the Complaints Policy (approval date: 23 October 2024).</p> <p>MH had reviewed the Outdoor Education and Offsite Activities Policy. He raised several questions which SL responded to and recommended the policy for approval.</p> <p>Decision: FGB approved the Outdoor Education and Offsite Activities Policy (approval date: 23 October 2024).</p> <p>JG had reviewed the PSHE and RSHE Policy and recommended this for approval.</p> <p>Decision: FGB approved the PSHE and RSHE Policy (approval date: 23 October 2024).</p> <p>MH recommended the three SOPs for approval.</p> <p>Decision: FGB approved the Standard Operating Procedures for Outdoor Education and Offsite Activities (3) (approval date: 23 October 2024).</p>
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17	<p>Policies for approval (continued)</p> <p>TJG had reviewed the Governor Visits Policy and Protocol and recommended this for approval.</p> <p>Decision: FGB approved the Governor Visits Policy and Protocol (approval date: 23 October 2024).</p> <p>JG had reviewed the Curriculum Policy; this had recently been updated in School. Governors noted that the need for assessment to support future needs was adequately covered in the School Improvement Plan.</p> <p>Decision: FGB approved the Curriculum Policy (approval date: 23 October 2024).</p> <p>RW and CL had reviewed the Teaching and Learning Policy and the More Able and Talented Policy. RW recommended these for approval.</p> <p>Decision: FGB approved the Teaching and Learning Policy and the More Able and Talented Policy (approval date: 23 October 2024).</p> <p>RW and CL had reviewed the Assessment Policy. RW recommended this for approval.</p> <p>Decision: FGB approved the Assessment Policy (approval date: 23 October 2024).</p>
18	<p>Governor Training</p> <p>Governors reviewed the summary of recent training undertaken and forthcoming training.</p> <p>Action: Clerk to identify suitable Safeguarding Lead course for DD.</p>
19	<p>Safeguarding Training</p> <p>This training session is delivered at the first FGB meeting of each term. SL showed two short training and information videos which illustrated current safeguarding topics :</p> <ul style="list-style-type: none"> • “Coercive Control – Where is the Line?” • “Consent for Kids” <p>These are shown to all staff to increase their awareness of these issues. Both videos covered matters which are of critical importance and relevance today. Governors noted the content and messages arising from each and a brief discussion ensued.</p>
20	<p>Impact from this meeting</p> <p>DD summarised this as a positive meeting. Governors were satisfied that the key opportunities arising from the recent inspection were already being acted on and incorporated into plans. The School Improvement Plan 2024/25 had been approved and this would have a positive impact on the experience of all pupils.</p>

21	<p>Next Meeting(s)</p> <p>Following the decision to defer some of the agenda material in the first School Improvement Committee meeting of the term as this followed immediately after the completion of the School's Ofsted inspection, there will be a second meeting of the School Improvement Committee on Wednesday 4 December 2024. This will focus on the July 2024 data drop and on Self Evaluation.</p> <p>The next meeting of FGB will be on Wednesday 18 December 2024.</p>
22	<p>AOB</p> <p>RD reported that a recent Governance Update course had included a review of the King's Speech and the question of converting classrooms to make them suitable for nursery provision. Governors discussed the opportunities and challenges posed by this initiative. There may be space in the School's buildings from 2026, depending on enrolment. Matters identified included recognition that the location of available classrooms was not ideal for supporting conversion, which would also preclude the School from taking advantage of any subsequent growth in main school numbers. Demographic forecasts were still not clear and the impact of changing demographics on recruitment was unknown. Governor agreed to monitor this topic.</p>
	The meeting ended at 8:30pm.

Summary of decisions and proposed actions		
<i>Actions</i>		
FGB 24/08	Governors to email SA to express interest in undertaking or supporting Governor Visits (especially Spring 1 "Writing across the School").	All
FGB 24/09	Clerk to circulate the Governing board school knowledge self-evaluation form published by the National College.	Done by email on 25 Oct. Copy stored on OneDrive folder C1.
FGB 24/10	Clerk to identify suitable Safeguarding Lead course for DD.	Clerk

Summary of decisions and proposed actions (continued)		
Decisions		
7	FGB approved the proposed changes to the draft Governance section of the School Improvement Plan 2024/25 and approved the School Improvement Plan 2024/25.	
17	FGB approved the Safeguarding and Child Protection Policy (approval date: 23 October 2024).	
17	FGB approved the Teachers' Pay Policy (approval date: 23 October 2024).	
17	FGB "agreed" the Admissions Policy (approval date: 23 October 2024) so that this could be returned to County pending formal approval by the School in February 2025.	
17	FGB approved the Charging and Remissions Policy (approval date: 23 October 2024).	
17	FGB approved the Complaints Policy (approval date: 23 October 2024).	
17	FGB approved the Outdoor Education and Offsite Activities Policy (approval date: 23 October 2024).	
17	FGB approved the PSHE and RSHE Policy (approval date: 23 October 2024).	
17	FGB approved the Standard Operating Procedures for Outdoor Education and Offsite Activities (3) (approval date: 23 October 2024).	
17	FGB approved the Governor Visits Policy and Protocol (approval date: 23 October 2024).	
17	FGB approved the Curriculum Policy (approval date: 23 October 2024).	
17	FGB approved the Teaching and Learning Policy and the More Able and Talented Policy (approval date: 23 October 2024).	
17	FGB approved the Assessment Policy (approval date: 23 October 2024).	

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

Signed (Chair of Committee)	Date
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