

Full Governing Body Committee Meeting – Part 1 Minutes

Date/Time	12 February 2025				
Location	Hazeldown Primary School				
Chaired by	Dave Dawson				
Attendees		Role	Attendees	Init	Role
Dave Dawson	DD	LA Chair	Ruth Doughty	RD	Co-opted
Ruth Walters	RW	Co-opted	Cloudi Lewis	CL	Parent
Stuart Ludford	SL	Headteacher			

Apologies	Initials	Role	Apologies	Initials	Role
Kelly Harnett	KHtt	Co-opted	Tony Leney	TL	Parent
Samantha Atkinson	SA	Co-opted	Paul Hamilton	PH	Parent
			Matt Hallett	MH	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: 18 December 2024	Clerk
4	Matters arising from previous meeting: 18 December 2024	Clerk
5	Review terms of office	Clerk
6	Headteacher's Report	SL
7a	Portfolio report: Finance	PH
7b	Schools Financial Value Standard	SL
8	Portfolio Report: Safeguarding	RD
9	Portfolio Report: Personnel	KHtt
10	Portfolio report: Premises and Health & Safety	MH
11	Portfolio report: Curriculum Portfolio	SA
12	Governor Visits 2024/25	Clerk
13	Portfolio Report: Vulnerable Pupils Portfolio	RW/CL
14	Portfolio Report: Community & Parent Links Portfolio	TL/DD
15	Policies for review and approval	All
16	Governor Training	Various
17	Safeguarding Training	SL/KHee
18	Hazeldown Award Fund	DD
19	Impact from this meeting	DD
20	Next meeting	Clerk
21	AOB	Clerk

Item	Details of discussion
1	Apologies

	<p>There were apologies from KHTT, SA, TL, PH and MH. The meeting was chaired by DD.</p> <p>The Clerk confirmed that the meeting was quorate. Although the Terms of Reference for FGB state that six Governors are required for a meeting to be quorate, this is based on the assumption that FGB has 11 members. At present, with a vacancy for the role of Staff Governor, there are ten Governors in post and so the calculation for establishing whether or not a meeting is quorate is changed and the relevant threshold is five.</p> <p><i>["14. (1) The quorum for a meeting of the governing body and for any vote on any matter at such a meeting, is one half (rounded up to a whole number) of the membership of the governing body. (2) For the purposes of paragraph (1) the membership of the governing body does not include vacant positions on the governing body." The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.]</i></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: 18 December 2025</p> <p>The minutes of the previous FGB meeting held on 18 December 2024 were agreed as a fair record of the meeting and were signed by the Chairman.</p>		
4	<p>Matters arising from previous minutes: 18 December 2024</p>		
	FGB 24/08	Clerk to liaise with SA regarding staffing of Spring Term 1 Governor Visit.	Done and allocated – see agenda item 12.
	FGB 24/10	Clerk to identify suitable Safeguarding Lead course for DD.	In progress / carry forward.
	FGB 24/11	Clerk to establish review status of Assessment Policy.	Done – see agenda item 15.
	FGB 24/12	Clerk to book courses for KHTT on Supporting school leaders' health and wellbeing and for MH on Introduction to Governance in Maintained Schools.	Done – see agenda item 16.
5	<p>Review terms of office</p> <p>Following the conclusion of JG's first term of office as Staff Governor, SL had advertised the role to all staff and invited nominations. None had been received and, should a follow-up reminder in the staff bulletin not generate any interest, the role would be re-advertised in the Summer Term. Staff had been made aware that this was not a "staff rep" role, rather a full role on the Governing Body. The Governing Body is otherwise at full membership.</p>		
5	<p>Review terms of office (continued)</p> <p>RW's first term of office as a co-opted Governor comes to an end on 31 March 2025 and she has indicated that she is willing to serve a second term.</p>		

	<p>Action: Clerk to include agenda item regarding reappointment of RW at March SIC meeting.</p>
6	<p>Headteacher's Report</p> <p>DD thanked SL for an informative and wide-ranging report. He drew attention to several items in the contents of the report.</p> <ul style="list-style-type: none"> • He asked Governors to note the issues which had arisen during the migration of data from SIMS to the new Bromcom MIS and to recognise the additional workload that these has caused for many members of staff. • He noted the ongoing problems with two of the School's boilers. Was there no other option? SL explained that funds were not available for replacement of these and so it was necessary to wait for repairs to be completed. In the meantime, fan heaters had been deployed in relevant areas. • He noted that recent snow had teased out several issues relating to snow falling late in the day and the impact on after-school clubs; SL confirmed that the School had identified and addressed these. • He noted that a member of staff who was reducing hours was at the same time applying for a team leadership. Was this satisfactory? SL confirmed that the new responsibility was for a smaller team than previously and that this should not be problematic. <p>SL provided updates on some matters.</p> <ul style="list-style-type: none"> • Bromcom was now in operation for pupil registers and early feedback from staff was positive. The attendance module would improve internal reporting and would save some administrative time. The transition to the finance module had, as previously reported, caused problems because other parties had not adhered to agreed timetables; these included the need for staff to attend additional training courses at short notice. Overall, Bromcom offered new functionality, for example in relation to tracking performance, however it was important that the Schol did not over commit itself by taking on too much of this too quickly. • A couple of flexible working requests had been received from TAs and SL explained how these were being accommodated. The School's earlier decision to retain (and fund) some TA hours after DCC funding had been withdrawn had benefited the latest changes, however SL advised that it was becoming increasingly difficult to maintain this approach, as, although it was positive for staff wellbeing and morale, it was not optimal in terms of short-term financial impact. • Following RD's website review, final edits and amendments were in progress. The Clerk was investigating the requirements for publication of Governor diversity data and would contact all Governors shortly to request information for the website.

6	<p>Headteacher's Report (continued)</p> <ul style="list-style-type: none"> Following the difficulties encountered with the Bromcom implementation, the School had not been able to make much progress with preparation of its 2025/26 budget. There was still work to do in looking at staffing and at roles. The budget would be very tight; it was, by way of example, already apparent that the School's pupil premium income would be significantly lower than in the current year. There may well be some difficult decisions to be faced. RW asked whether the SEND budget would be secure. SL explained that this was largely separately identified, however it occasionally needed to be topped up from the main School budget and pressures on the School's finances would inevitably place additional pressures on SEND activity. There had been some suggestion that EHCPs may be issued without associated funding, however this had not yet happened. The Government had announced its scheme for free universal breakfast clubs for primary schools and up to 750 schools would be participating in an early adopters trial from the start of the Summer Term 2025. There were many potential issues and problems including the adequacy of funding, the availability of space, the timing of the 30-minute period within the staggered start to the school day, the difficulty of attracting and arranging staffing and the application of the food standards regime. Governors should be aware that this scheme would be introduced to all schools soon. The current situation involving a school refuser was proving challenging and SL outlined some of the specific issues involved in this. Governors acknowledged that this was not an easy issue to deal with. <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> <p><i>The following written questions had been added to SL's report in advance of the meeting.</i></p> <p>MH asked: "Could you clarify what specific items around fire safety need further discussion following the recent review please?"</p> <p>SL: "After School Club Staff were keen to have clarity about who they were responsible for in the event of a fire after school and who should call the fire service. Calling the fire service is in the risk assessment, which has been read and signed for last term but they were keen to be confident that they just needed to look after their team and children during evacuation and that others on site would take responsibility for either their children, if they were still here in a club or for themselves."</p> <p>MH: "Thank you for another detailed and insightful report. It's great to see the positive progress being made across so many areas of the school. I'm sure all the FGB welcome the start of the new site manager."</p> <p>SL: "Thank you. The New Site Manager will bring a new approach, which will both support workload and ensure the building is in a better condition."</p> <p>RD: "In relation to safeguarding, which online safety audit is planned to be used? Will it be Online Safety Self-Review Tool for Schools 360safe ?"</p> <p>SL: "It is likely this is the tool we will use. We will clarify this at the next Safeguarding Team meeting, but it comes highly recommended."</p>
6	Headteacher's Report (continued)

	<p>RD: “What support is Devon supplying for the ‘school refuser’? Are there any safeguarding concerns?”</p> <p>SL: “We have been through several part time timetables, with support from Devon. These have not worked. Parents are now looking at a Section 19 and Alternative Provision. We have advised it would be worth trying another school first, but they seem to want to pursue the AP route.”</p> <p>KHtt: “Great to see EAP being accessed, despite low numbers verse cost, this is encouraging.”</p> <p>SL: “We don’t know the impact on the three individuals – we have to assume it was positive and might have made a big difference to their situations.”</p>
7a	<p>Portfolio Report: Finance</p> <p>DD explained that the issues encountered during the migration of the School’s accounting system to Bromcom meant that there was no current data available for a formal report. He had met with the School Business Manager who had confirmed that there were no specific matters of concern arising since the previous finance report.</p>
7b	<p>Schools Financial Value Standard (“SFVS”)</p> <p>DD reported that the SFVS return had been completed. There were two identified actions arising; these were (1) investigation of options for IT insurance cover and (2) creation (on Bromcom) of an asset register for School equipment. Both actions were now in planning.</p> <p>Decision: Governors approved the completed SFVS form and DD signed this ready for submission.</p>
8	<p>Portfolio Report: Safeguarding portfolio</p> <p><i>As previously notified, this portfolio report will be tabled and considered at FGB2 on 2 April.</i></p> <p>SL advised Governors that the authentication system for access to CPOMS had been changed and this had resulted in some staff being unable to access the system for a period of time. Fortunately, the fact that multiple staff in School had access rights to the system as a result of their specific safeguarding responsibilities meant that the School had been able to continue to use the system, albeit with some inconvenience.</p>
9	<p>Portfolio Report: Personnel portfolio</p> <p>No report was due at this meeting and there were no urgent matters for attention.</p>

10	<p>Portfolio Report: Premises and Health & Safety</p> <p>No report was due at this meeting and there were no urgent matters for attention.</p> <p>SL advised Governors that the School's three-yearly H&S review was due to be carried out in March. The School was awaiting a response to its request that this be postponed until the Summer Term so that the new site manager could complete his induction and be fully involved in the process.</p>
11	<p>Portfolio Report: Curriculum</p> <p>No report was due at this meeting and there were no urgent matters for attention.</p>
12	<p>Governor Visits Programme 2024/25</p> <p>Governors noted the contents of the updated programme.</p>
13	<p>Portfolio Report: Vulnerable Pupils</p> <p>No report was due at this meeting and there were no urgent matters for attention.</p>
14	<p>Portfolio Report: Community & Parent Links</p> <p>No report was due at this meeting and there were no urgent matters for attention.</p>
15	<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>KHtt had reviewed the Staff Disciplinary Policy and (by email) recommended this for approval. Governors confirmed that they were satisfied with the specific delegations of authority to the Headteacher which were contained in the Policy.</p> <p>Decision: FGB approved the Staff Disciplinary Policy (approval date: 12 February 2025).</p> <p>CL had reviewed the SEND Policy and the SEND Information Report. She suggested several amendments and KHee agreed to make these. CL recommended approval of both documents subject to these amendments.</p> <p>Decision: FGB approved the SEND Policy and the SEND Information Report (approval date: 12 February 2025).</p> <p>RD had reviewed the Pre-School Admissions Policy and had no comments.</p> <p>Decision: FGB agreed the Pre-School Admissions Policy (approval date: 12 February 2025).</p> <p>PH had reviewed the Governor Allowances and Expenses Policy and the Lettings Policy and (by email) recommended both for approval.</p>

17	<p>Policies for approval (continued)</p> <p>Decision: FGB approved the Governor Allowances and Expenses Policy and the Lettings Policy (approval date: 12 February 2025).</p> <p>CL had reviewed the Equality Policy (and Equality Objectives). Subject to a minor amendment (which was agreed), she recommended this for approval.</p> <p>Decision: FGB approved the Equality Policy (and Equality Objectives) (approval date: 12 February 2025).</p> <p>KHtt had reviewed the Staff Leave and Absence Policy and had raised a couple of queries on this. Following discussion, it was agreed that no amendment would be made for these. DD recommended the Policy for approval.</p> <p>Decision: FGB approved the Staff Leave and Absence Policy (approval date: 12 February 2025).</p> <p>DD had reviewed the Social Media Policy. He recommended this for approval.</p> <p>Decision: FGB approved the Social Media Policy (approval date: 12 February 2025).</p> <p>SA had reviewed the Assessment Policy and had (by email) recommended this for approval.</p> <p>Decision: FGB approved the Assessment Policy (approval date: 12 February 2025).</p> <p>SL drew attention to the Emergency Plan. FGB consideration of this had been delayed pending receipt of expected updates from Devon CC, however these were still pending. SL asked Governors to approve the current version for the time being.</p> <p>Decision: FGB approved the Emergency Plan, noting that revisions by Devon CC were still pending (approval date: 12 February 2025).</p>
16	<p>Governor Training</p> <p>RD had attended a course on Supporting School Leaders' Health and Wellbeing and the Clerk had distributed the course materials to all Governors.</p> <p>Action: Clerk to distribute relevant Q Cards (20: Staff workload and wellbeing and 21: Headteacher work life balance and wellbeing) to Governors.</p> <p>Governors noted the list of future courses which individual Governors were due to attend.</p> <p>Action: Clerk to arrange for RD to attend next Chair's Forum in the place of DD.</p>

17	<p>Safeguarding Training</p> <p>This training session is delivered at the first FGB meeting of each term. KHee distributed a “One-minute guide” published by Devon Education Services on Prevent (copies are available in the meeting folder and in the Safeguarding folder on OneDrive).</p> <p>KHee provided a refresher session on the Prevent Duty, outlining the objectives of Prevent and running through key terminology, the School’s implementation of Prevent training and the ways in which it discharged its responsibilities in this area. He described Couter-Terrorism Local Profile (“CTLP”) in Devon and drew attention to the high risk attached to Self-Initiated Terrorism (also referred to as Lone Actors) in Devon. These individuals may not have direct support from a terrorist group and may be inspired by ideology and personal grievances. They may still have family, friends, colleagues and neighbours and may have previously shared their plans with family, friends or online before trying to commit an attack.</p> <p>KHee advised that staff are reminded that the Prevent duty is relevant for the families and friends of children in the School as much as for the children themselves. He distributed copies of the School’s Prevent Duty Risk Assessment which is based on a SchoolBus template.</p> <p>Governors thanked KHee for this informative and thought-provoking update.</p>
18	<p>Hazeldown School Award Fund</p> <p>The Clerk reported that Fund income for the year ending 31 March 2025 was forecast to be approximately £1,000. There was also a brought-forward balance of over £4,000 in the Fund bank account.</p> <p>DD reported that he had received a proposal from SL that the Fund might be used to fund the cost of several benches to be installed around the School playground. These would be of direct benefit to pupils and could be considered as an award available to all. There were various options including standard benches, seats a roof/arbours or picnic benches. SL favoured picnic benches, which would cost around £500 each. Governors approved this proposal.</p> <p>Decision: Governors, acting as the Hazeldown Governing Body in its role as trustee of the Hazeldown School Award Fund, approved the grant of approximately £2,500 to the School for the purchase of five picnic benches.</p>
20	<p>Impact from this meeting</p> <p>DD summarised this as a positive meeting. Governors were aware of and acknowledged the challenges facing the School and were satisfied that the School and its staff continued to strive to provide the best for all pupils.</p>

21	Next Meeting(s) <i>Spring Term:</i> <ul style="list-style-type: none"> • Additional SIC meeting on interpretation of data: Weds 19 March 2025 • FGB: Weds 2 April 2025 <i>Summer Term</i> <ul style="list-style-type: none"> • SIC: 7 May 2025 • FGB: 21 May 2025 • <i>FGB (provisional – tbc): 2 July 2025</i> • FGB: 16 July 2025
22	AOB DD notified Governors that there was a Part 2 item for report.
	The meeting ended at 8:30pm.

Summary of decisions and proposed actions		
<i>Actions</i>		
FGB 24/10	Clerk to identify suitable Safeguarding Lead course for DD.	In progress / carry forward.
FGB 24/13	Clerk to include agenda item regarding reappointment of RW at March SIC meeting.	Clerk
FGB 24/14	Clerk to distribute Q Cards (20: Staff workload and wellbeing and 21: Headteacher work life balance and wellbeing) to Governors.	Clerk
FGB 24/15	Clerk to arrange for RD to attend next Chair's Forum in the place of DD.	Clerk

Summary of decisions and proposed actions (continued)		
Decisions		
7b	Governors approved the completed SFVS form and DD signed this ready for submission.	
15	FGB approved the Staff Disciplinary Policy (approval date: 12 February 2025).	
15	FGB approved the SEND Policy and the SEND Information Report (approval date: 12 February 2025).	
15	FGB agreed the Pre-School Admissions Policy (approval date: 12 February 2025).	
15	FGB approved the Governor Allowances and Expenses Policy and the Lettings Policy (approval date: 12 February 2025).	
15	FGB approved the Equality Policy (and Equality Objectives) (approval date: 12 February 2025).	
15	FGB approved the Staff Leave and Absence Policy (approval date: 12 February 2025).	
15	FGB approved the Social Media Policy (approval date: 12 February 2025).	
15	FGB approved the Assessment Policy (approval date: 12 February 2025).	
15	FGB approved the Emergency Plan, noting that revisions by Devon CC were still pending (approval date: 12 February 2025).	
18	Governors, acting as the Hazeldown Governing Body in its role as trustee of the Hazeldown School Award Fund, approved the grant of approximately £2,500 to the School for the purchase of five picnic benches.	

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

See also Part 2 minute (ref agenda item 21).