

Hazeldown School Governing Body

Full Governing Body Committee Meeting – Part 1 Minutes					
Date/Time	21 May 2025				
Location	Hazeldown Primary School				
Chaired by	Ruth Walters				
Attendees		Role	Attendees	Init	Role
Ruth Walters	RW	Co-opted	Tony Leney	TL	Parent
Stuart Ludford	SL	Headteacher	Paul Hamilton	PH	Parent
Kelly Harnett	KHtt	Co-opted	Cloudi Lewis	CL	Parent
Samantha Atkinson	SA	Co-opted			
Ruth Doughty	RD	Co-opted			

Apologies		Role
Dave Dawson	DD	LA, Chair
Matt Hallett	MH	Parent
Kit Hardee	KHee	Associate Member

In Attendance		Role
Tim Synge	TS	Clerk

Minutes to
Attendees
School website

	Agenda	Led by
1	Apologies	RW
2	Declarations of interest	RW
3	Agree minutes of last meeting: 2 April 2025	RW
4	Matters arising from previous meeting: 2 April 2025	Clerk
5	Review terms of office	Clerk
6	Headteacher's Report	SL
7a	Portfolio report: Finance	PH
7b	Draft Budget 2025/26	PH/SL
8	Portfolio Report: Safeguarding	RD
9	Data drop: March 2025	SL
10	Portfolio Report: Personnel	KHtt
11	Portfolio report: Premises and Health & Safety	RW
12	Portfolio Report: Curriculum Portfolio	SA
13	Governor Visits	SA
14	Portfolio Report: Vulnerable Pupils	RW/CL
15	Portfolio report: Community & Parent Links	TL
16	Policies for review and approval	Various
17	Governor Training	Various
18	Safeguarding Training	SL
19	Impact from this meeting	RW
20	Next meeting	RW
21	AOB	Clerk

Item	Details of discussion		
1	Apologies There were apologies from DD and MH. The meeting was chaired by RW.		
2	Declarations of Interest No Governor had any interests to declare in the business of the meeting.		
3	Agree minutes of last meeting: 2 April 2025 The minutes of the previous FGB meeting held on 2 April 2025 were agreed as a fair record of the meeting and were signed by the Chairman.		
4	Matters arising from previous minutes: 2 April 2025		
	FGB 24/13	Clerk to draw up Summer Term meeting agendas so that the SIC meeting in the first half of term can focus on review of the draft budget 2025/26 (prior to planned review/approval at the May FGB meeting; submission of the budget 2025/26 is now due in June) and a strategy session for further consideration of options around academisation and federations.	Done and included on agenda for SIC meeting on 7 May 2025
	FGB 24/14	Clerk to recirculate Governance Today briefing materials and request from each Governor a question for addition to an agenda for the strategy session.	Done on 28 April 2025
	FGB 24/15	DD to contact the Devon Association of Governance to identify actions taken and any recommendations for individual schools [in relation to current lack of financial data available from Bromcom MIS].	Done on 22 April 2025; reply received on 23 April
	FGB 24/16	Clerk to establish with KHtt the current state of review of the Whistleblowing Policy and the Recruitment and Selection Policy.	Done – see item 16 below
	FGB 24/17	Clerk to book DD onto the next Chairs' Forum.	Done – Forum is on 6 May 2025 [subsequently cancelled].
	FGB 24/18	SLT to review the School website to ensure that there is suitable diversity apparent in photographs.	SL/KHee – carry forward
	FGB 24/19	Clerk to re-book induction course for MH.	Done – course is face-to-face on 26 June 2025
	FGB 24/20	Clerk to circulate SATs timetable to Governors.	Done on 28 April 2025

5	<p>Review terms of office</p> <p>SL reported that one member of staff had submitted a nomination for the role of Staff Governor before the advertised deadline of 16 May 2025. (Another member of staff had shown some interest in the role but had not applied.) As there was a single nomination, the member of staff was automatically appointed, without the need for an election, with effect from 16 May. SL would inform him of this and the Clerk would make contact with him to explain the induction process and the role.</p> <p>Action: Clerk to contact Jago Chapman regarding his appointment as Staff Governor.</p>
6	<p>Headteacher's Report</p> <p>RW thanked SL for an informative and wide-ranging report. SL provided updates on a number of matters.</p> <ul style="list-style-type: none"> • The new Devon Schools Leadership Services, a charity for the benefit of School Leaders, had launched a survey to collect feedback about issues arising from the recent Bromcom system implementation. A meeting with Jack Newton, Deputy Director and Head of Inclusion and Learning at Devon CC, is planned so that concerns can be voiced. • Earlier in the week, the School was sent electronically detailed financial data, including individual payroll information, for all schools in Devon. The School attempted immediately to notify Devon CC of this, but encountered difficulties in reaching relevant personnel who were either uncontactable or out of the office. It is not clear whether other schools also received this data or what follow up actions are being taken, however it is clear that this was a serious data breach with significant GDPR issues. • SL highlighted one of the class teacher appointments referred to in his written report and described the journey of the individual from her first contact with the School to this appointment, describing her development as a success story which demonstrated the benefits of the School's role in working with trainees during and after their initial teacher training. • SL reported on the Health & Safety review which had taken place earlier in the day. Oral feedback from the reviewer was very positive and it was evident that the new Site Manager was developing well and getting to grips with his role. There were a couple of matters arising: <ul style="list-style-type: none"> ○ The School's Legionella Policy had for some time included some elements which did not appear relevant for a school and it transpired that these had been drafted for use in care home settings and never removed. The inclusion of these elements had been a source of frustration in the past and their identification and removal would reduce testing and improve clarity in the future.

6	<p>Headteacher's Report (continued)</p> <ul style="list-style-type: none"> ○ The third-party contractor who had carried out the most recent asbestos review had introduced some new elements into the Risk Assessment and it was not clear why these had been added as there were no underlying changes in this area. These were being followed up. ○ The weekly call point checks on the School's fire alarm system had inexplicably caused the system to start reporting various faults and to shut down the gas supply to the bungalow. This had finally been resolved today after nearly a week of disruption. The School's dependency on county-wide or national large contractors was often a cause of frustration, as they appeared to view the School as a small low-priority organisation; where possible/permitted, SL would continue to switch to local providers who were often more responsive and flexible. <ul style="list-style-type: none"> • A child with an EHCP had joined the School in recent weeks and it was unclear how well this child would cope with the Year 4 Residential. Staff were working hard to develop relationships and to prepare for the Residential and had met with the child's parents to plan this. Various contingencies had been considered and planned; this illustrated the commitment of staff to supporting every child to the maximum. • The Governor/Subject Leader sessions were coming up and SLT had received some informal feedback about staff anxieties about this process. As Governors were aware, the sessions were designed to give staff an opportunity to demonstrate their knowledge of their subject and to brief Governors on this, however some staff appeared to be concerned that there was an inspection-like element to the process. The School had decided to stand down Tina Jackson of the Devon CC School Effectiveness Team to reduce the perceived pressure and wished to ensure that there were no more than two or three Governors in attendance at each session. Could Governors please email SL with their availability so that he could allocate them to the timetable. <p><i>There were questions on the written report and SL addressed these.</i></p> <ul style="list-style-type: none"> • <i>RD: Please can we include the projected numbers for pre-school in the first section next time?</i> SL confirmed that this could be added. • <i>RD: Please could you explain for Governors why there are a greater number of [bullying] incidents occurring than are reported to help understanding? [3 were recorded and 2 were reported to the LA.]</i> SL explained that only BPRI (Bullying, Prejudice and Racism Incidents) were required to be reported and that some bullying did not fall into these reportable categories. <p>RW noted that it was lovely that the School had been invited to have a DCC video filmed on site to exemplify the School's approach to SEND. She asked SL to convey the congratulations of FGB to the SEND team and to all staff.</p>
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6	<p>Headteacher's Report (continued)</p> <p>TL reported that Martin Wrigley (MP for Newton Abbot) had visited the School to speak to pupils on eco themes and that this had been a great success.</p>
7a	<p>Portfolio Report: Finance</p> <p>As previously advised, PH reported that up-to-date financial reports could not be prepared as a result of ongoing third-party difficulties with the Bromcom MIS implementation. However the 2024/25 carryforward balance had now been finalised by Devon and this was better than the School had forecast; this would enable some expenditure which had been suspended last term due to uncertainty about the financial position to be reinstated.</p>
7b	<p>Draft budget 2025/26</p> <p>SL presented the three draft 2025/26 budgets.</p> <p><i>G122 Little Acorns Pre-School and Nursery</i> The budget presented a budget deficit in each year, however this was created largely by the inclusion of a redundancy fund which was unlikely to be required. The carryforward was more than sufficient to offset this. <i>KHtt asked for an explanation of the overtime allowance; was this in addition to the previously agreed PPA time?</i> SL confirmed that it was and explained that this was necessary because the relevant members of staff were employed as support staff and this approach to additional working hours worked in the context of their contracts.</p> <p>Decision: FGB approved the G122 Little Acorns Pre-School and Nursery budget 2025/26.</p> <p><i>G121 Extended Schools</i> Here too the budget in-year deficit was fully offset by a positive carryforward balance. SL reported on the progress of the Government's pilot free breakfast club initiative. Reports on the success of the pilot were mixed with feedback from schools not always matching the Government's confidence about the scheme. The School was still assessing how it might best implement the free breakfast club arrangements assuming they became mandatory from September 2025. There may be some overlap and impact on the existing early breakfast club although it was not possible to quantify this at this stage.</p> <p>Decision: FGB approved the G121 Extended Schools budget 2025/26.</p>

7b	<p>Draft budget 2025/26 (continued)</p> <p><i>G120 Main School</i></p> <p>SL introduced the main School budget and confirmed that very little had changed since previous briefings. The School was now two months into this budget period. He drew attention to the planned delay in reducing from six classes to five to September 2027. This was likely to be popular among parents as it would permit the School to maintain single-age year groups for longer. He also explained the decision to take the SENDCo out of class teaching for a year and the benefits that this would bring. It was a string and visible commitment by the School to its SEND activity. This move would impact on the budget from September 2025 (ie for 7/12 of the budget year). SL explained the reasons for the inclusion of budget expenditure for swimming; the School made a financial commitment to this and considered it important, even though some parents were reluctant to sign their children up for swimming. Finally, SL advised Governors that there was a possibility of strike action during the budget year and unions were currently balloting their members; this led to some budget uncertainty. Some general discussion ensued.</p> <p>Decision: FGB approved the G120 main School budget 2025/26.</p>
8	<p>Portfolio report: Safeguarding</p> <p>RW thanked RD for her report and Governors noted the content of this. RD explained that she had focused on a review of the s175 Safeguarding Audit and the actions identified. The first and fourth actions had been completed by the School and the second and third were on course to be completed within the timeframe laid down.</p>
9	<p>Data drop: March 2025</p> <p>SL referred to the Headteacher's Data Report March 2025 which had been previously circulated. He summarised the data as generally positive. He drew attention to the recent Year 6 SATs papers and said that the children's approach and response to these had been great with many evidently enjoying the process.</p> <p>RD reflected on her observation visit and said that staff were very positive towards pupils and supportive during the SATs; they achieved a good balance in supporting but in not going too far, avoiding providing coaching or assistance.</p> <p>RW observed that it was good that the Pupil Progress meetings had gone well.</p> <p><i>RD had added questions to the report. "For Foundation Stage, are we able to track the pupils who come in via pre-school in order to feed back possible intervention? E.g. on a recent visit, the leader was speaking to me about fine motor control and this is highlighted in your report as an area to improve."</i> SL said that there was some informal feedback on this, but agreed that it could be looked at more. <i>"It is clear from a governor's perspective that the data is used to analyse attainment and progress regularly as well as in Pupil Progress Meetings. Thank you for such a detailed report."</i></p>

10	<p>Portfolio Report: Personnel portfolio</p> <p>No written portfolio report was due and KHTt confirmed that there were no urgent matters for report.</p> <p>SL clarified one of the appointments referred to in the Headteacher’s Report: a member of staff who had been providing two-day a week maternity cover had been appointed to the role following the decision of the member of staff on maternity leave not to return to work.</p>									
11	<p>Portfolio Report: Premises and Health & Safety</p> <p>No written portfolio report was due and SL confirmed that there were no urgent matters for report.</p>									
12	<p>Portfolio Report: Curriculum</p> <p>No written portfolio report was due and SA confirmed that there were no urgent matters for report.</p>									
13	<p>Governor Visits programme 2024/25</p> <p>Governors reviewed the status of the remaining planned visits.</p> <table><tr><td>Spring 2</td><td>Writing across the School</td><td>PH</td></tr><tr><td>Summer 1</td><td>End Points</td><td>DD</td></tr><tr><td>Summer 2</td><td>Books and Pupil Voice across the curriculum</td><td>RW</td></tr></table> <p>PH has completed his visit and will write this up for the next meeting, DD will be in School shortly for his visit and RW will arrange a visit for the second half of term.</p> <p>RD suggested that future agendas should include reference to other Governor reports, eg from learning walks and the Clerk agreed to do this. Reports prepared in advance of this meeting included:</p> <p>DD – SATs observation visit. RD – SATs observation visit RD – pre-school familiarisation and liaison visit</p>	Spring 2	Writing across the School	PH	Summer 1	End Points	DD	Summer 2	Books and Pupil Voice across the curriculum	RW
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14	<p>Portfolio Report: Vulnerable Pupils</p> <p>No written portfolio report was due and RW and CL confirmed that there were no urgent matters for report.</p>									
15	<p>Portfolio Report: Community & Parent Links</p> <p>No written portfolio report was due and TL confirmed that there were no urgent matters for report. He referred to a recent meeting with KHee and advised Governors that there may be forthcoming changes to the Home-School Contract with the intention of making this more of a living document rather than an agreement which is simply signed and filed away at the start of a child’s school life.</p>									

15	<p>Portfolio Report: Community & Parent Links (continued)</p> <p>SL reported that National Volunteering Week will be celebrated in the UK from 2 to 8 June. To recognise the work of its volunteers (eg parents coming into the School to read with children), the School will invite them all in for a cream tea as a way of saying thank you for their work and support.</p>
16	<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 reported that she had reviewed the Whistleblowing Policy and the Recruitment and Selection Policy and that, subject to a couple of minor amendments, she recommended these for approval.</p> <p>Decision: FGB approved the Whistleblowing Policy and the Recruitment and Selection Policy (approval date: 21 May 2025).</p> <p>KHtt had reviewed the Staff Grievance Policy. This has been rebadged as the Resolution Policy by the provider, HR One. She recommended it for approval.</p> <p>Decision: FGB approved the Resolution Policy (formerly the Grievance Policy) (approval date: 21 May 2025).</p> <p>SL reported that the Drugs Education and Incident Management Policy had been withdrawn and replaced by a Health & Safety Guidance Note.</p>
17	<p>Governor Training</p> <p>Governors reviewed the summary of recent training undertaken and forthcoming training. TL will attend a Climate and Nature in Education workshop in June.</p>
18	<p>Safeguarding Training</p> <p>SL briefed Governors on the School's new Ready for Anything Procedure. This is a development of the previous Lockdown Procedure and takes account of the guidance in DCC's Safeguarding Guide #22 "Ready for Anything". He described the steps that the School had taken to prepare staff and children and set out the differing approaches to be followed under full and partial lockdowns. There would be a rehearsal for a full lockdown after half term. The emphasis for the children was not on the actions and motivations of individuals, but on the processes for keeping children safe. A discussion on relevant issues and on dynamic risk assessments followed.</p>
19	<p>Impact from this meeting</p> <p>RW summarised this as a positive and productive meeting. The 2025/26 budgets had been approved and the School was still able to make positive investments and actions in spite of the tightened pressure on the bottom line. The review of the data drop had been useful and the School's commitment to progression was evident. The SATs week had gone well and Governor involvement to provide independent monitoring and scrutiny had worked well. The recent H&S review had provided reassurance.</p>

20	<p>Next Meeting(s)</p> <p>RW reminded Governors that the planned strategy session on partnership options had not yet taken place. SL observed that there were no external pressures on the School at present; RD suggested that the session might still be useful by way of briefing and education for Governors. It was agreed that a one-hour session would be held in the spare meeting slot on Wednesday 2 July and follow the format previously envisaged for the 7 May meeting.</p> <p>Meetings in Summer Term 2025 are therefore as follows:</p> <ul style="list-style-type: none"> • Strategy session: partnership options: 2 July 2025 • FGB: 16 July 2025
21	<p>AOB</p> <p>None.</p>
	The meeting ended at 8:20pm.

Summary of decisions and proposed actions		
<i>Actions</i>		
FGB 24/18	SLT to review the School website to ensure that there is suitable diversity apparent in photographs.	SL/KHee
FGB 24/21	Clerk to contact Jago Chapman regarding his appointment as Staff Governor.	Clerk

Summary of decisions and proposed actions (continued)		
<i>Decisions</i>		
7b	FGB approved the G122 Little Acorns Pre-School and Nursery budget 2025/26.	
7b	FGB approved the G121 Extended Schools budget 2025/26.	
7b	FGB approved the G120 main School budget 2025/26.	
16	FGB approved the Whistleblowing Policy and the Recruitment and Selection Policy (approval date: 21 May 2025).	
16	FGB approved the Resolution Policy (formerly the Grievance Policy) (approval date: 21 May 2025).	

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