

FINAL MINUTES OF MEETING SUMMER TERM 2023



School: St Peter's Church of England Primary School, Gringley-on-the-Hill
Meeting Title: Summer Term Meeting of the Governing Body
Date and Time: Monday 19 June 2023 at 5.30pm
Location: At the School

Membership

'A' denotes absence /

A	Mrs J Cowlam
	Mrs M Craib
	Mr L Evans
	Mr D Foster
	Miss B Houghton
A	Mrs R Hughes
	Mrs S Green
	Mr T Larden (Chair)
	Dr P O'Horan (Vice-Chair)
	Mrs Y Reeson (Head Teacher)
	Mrs T Taylor

In attendance Mrs J Reay (Clerk to the Governors)

Throughout the meeting; 'C' – denotes a comment, 'Q' – denotes a question

GB/22/23	Apologies for Absence	Action
	<p>Apologies for absence had been received from Ms Craib and Mrs Hughes.</p> <p>Mr Foster had advised that he would be late to the meeting.</p> <p>It was <u>RESOLVED</u> that the Governing Body <u>CONSENT</u> to the absences above.</p> <p>The Governing Body <u>NOTED</u> the meeting attendance and apologies.</p>	
GB/23/23	Declarations of Interest	
	<p>The Governing Body <u>NOTED</u> that there were <u>NO DECLARATIONS OF INTEREST</u>, either direct or indirect, for items of business on the agenda.</p>	
GB/24/23	Review of Membership and Terms of Office Ending in the Next 12 Months	
	<p><u>Ex Officio Vacancy</u></p> <p>The School had a vacancy for an Ex-Officio Governor.</p> <p>The position had been advertised but, with a current vacancy for the local Vicar, there had been no interest received.</p> <p>The meeting agreed to hold the vacancy for Ex-Officio Governor.</p>	

Foundation Trust Governor

The Governor's noted that Dr O'Horan's term of office was due to end on 13 March 2024.

Dr O'Horan advised that he would be interested in a further term of office, but highlighted that he would turn 70 years old during that term - which he felt the Governing Body ought to consider.

The Governors welcomed Dr O'Horan's interest and requested that he reapply for the position of Foundation Trust Governor.

The Head Teacher would contact the Diocese to progress the reappointment. **YR**

The Governing Body NOTED the position, and actions required, on membership.

GB/25/23 Approval of Minutes of Spring Term Meeting and Any Additional Special Meetings

The Governing Body NOTED and APPROVED the minutes from the meeting held on 14 March 2023.

The Governing Body AGREED that the minutes be signed by the Chair, and this was completed at the meeting.

Review of actions

Actions arising from the previous meeting – (not covered elsewhere in the meeting) - had been addressed as follows:

Item	Update	Status
GB/03/23	Mr Foster had provided his contact details to the Clerk – for provision to Governor Services, and Mr Foster had been added to GovernorHub.	Complete
GB/03/23	The School had undertaken the enhanced DBS and Section 128 checks for Mr Foster.	Complete
GB/03/23	The School had obtained Mr Foster's signatures to record his receipt of the declarations on the Code of Conduct and KCSIE 2022.	Complete
GB/03/23	The Head Teacher confirmed that the enhanced DBS and Section 128 checks for Mr Evans had now been completed.	Complete
GB/03/23	The School had obtained Mr Evan's signatures to record his receipt of the declarations on the Code of Conduct and KCSIE 2022.	Complete
GB/04/23	The Clerk had added the electronic signature of the Chair to the minutes, and had added the signature of the Chair to copies of minutes of the previous meetings which had not been signed.	Complete
GB/08/23	Mrs Taylor had shares the Governor's questions with Mrs Green for her to consider in her capacity as SEND Link Governor.	Complete
GB/08/23	The Head Teacher had provided details of where to find the School's Pupil Premium Plan on the website.	Complete
GB/14/23	The Head Teacher had added a note on the initial page of the School's website to aid navigation around the site.	Complete

GB/14/23	The Clerk had posed the question on the location of the information on the Diocese Environmental Pathways – and a Post Meeting Note had been added to the meeting minutes.	Complete
GB/14/23	The Clerk had posed the question of additional information on the SEND Framework – and a Post Meeting Note had been added to the meeting minutes.	Complete
GB/14/23	Mrs Taylor had shared the information on the Diocese's 'Working towards Net Zero' presentation from the Governor Conference with Governors.	Complete
GB/15/23	The Clerk had posed the question on GovernorHub training – and a Post Meeting Note had been added to the meeting minutes.	Complete
GB/16/23	The Vice-Chair and Head Teacher had completed the Net Zero self-evaluation questionnaire.	Complete

Governors **CONFIRMED** that all matters arising from the previous Governing Body meetings had been actioned as appropriate.

The Governing Body **NOTED** that no additional special Governing Body meetings had taken place.

GB/26/23 Receipt of Minutes and Approval of Policies from Committees and Working Parties

Extra-Ordinary Meeting – 9 January 2023

The Governing Body **NOTED** that the minutes of the Extra-Ordinary meeting held on 9 March 2023 were not yet available.

Mrs Taylor would provide the minutes to the Governors at the earliest opportunity, and they would be provided to the Autumn term meeting for formal approval.

**TT /
Autumn
Agenda**

Finance, Performance and Personnel Committee – 5 April 2023

The minutes of the Finance, Performance and Personnel Committee meeting held on 5 April 2023 had been circulated to the Governors and were available on GovernorHub.

Strategic Development and Pupil's Committee – 23 May 2023

The minutes of the Strategic Development and Pupil's Committee meeting held on 23 May 2023 had been circulated to the Governors and were available on GovernorHub.

Finance, Performance and Personnel Committee – 24 May 2023

The minutes of the Finance, Performance and Personnel Committee meeting held on 24 May 2023 had been circulated to the Governors and were available on GovernorHub.

The Governing Body **AGREED** that the minutes of the Committee meetings listed above would be approved at the next meetings of the Finance, Personnel and General Purposes Committee, and the Strategic Development Committee.

Review of Actions

The Governing Body NOTED that there were no actions arising for review.

Approval of Policies

The Governing Body NOTED that the following policies had been provided to, and scrutinised, at Committee meetings:

Finance, Performance and Personnel Committee

- Attendance Management
- Data Protection
- Flexible Working
- Staff Health and Wellbeing
- Staff Induction

Strategic Development and Pupil's Committee

- E-Safety
- English
- Loss and Damage to Personal Property
- Presentation

Mrs Taylor joined the meeting at 5.52pm.

The Governing Body APPROVED the Policies listed above.

GB/27/23

Financial Reporting

School Budget – 2023 – 2024

The Head Teacher reminded the meeting that the School Budget had been approved at the Finance, Performance and Personnel Committee meeting on 5 April 2023.

Governor's Consistent Financial Reporting Out-Turn Statement including the Intended Use of Balances (BO2) Return

The Head Teacher reminded the meeting that the BO2 Return had been approved at the Finance, Performance and Personnel Committee meeting on 5 April 2023.

Services for Schools / Review of Contracts

The Head Teacher reminded the meeting that the Services for Schools contract – including the detail of the detail of some contracts that were changing - had been discussed at the Finance, Performance and Personnel Committee meeting on 22 March 2023.

Financial Performance

The Chair provided an update on Financial Performance.

He highlighted the School's intension to hold a £60,000 reserve at the year-end, and that the current position were funds in excess of this. The positive position allowed the School to make investment choices.

C. The Governors recognised the work that the School Staff put into the management of Finances, and thanked them for their continued efforts in this respect.

The Governing Body NOTED the update on Financial Performance.

GB/28/23

Summary of Head Teacher's Report and Governors' Questions and Challenge

The Head Teacher had uploaded a copy of the School's Self Evaluation Form (SEF) to GovernorHub as an alternative to the quarterly Head Teacher's Report.

The Head Teacher advised that she had included everything in the SEF that would generally be included in her Head Teacher's Report. She would take advice on, and make any amendments required to finalise the document, following the Quality Assurance visit which was due to take place w/c 26 June 2023.

YR

C. The Governors acknowledged the work that the Head Teacher had put into the Report, and that it prepared the School well for a possible Ofsted Inspection visit.

Q. A Governor queried the likely timing of an Ofsted visit.

The Head Teacher felt that the Ofsted visit might not take place until the new School Year in September 2023 – but of course it could happen any time.

Q. A Governor highlighted that the SEF was dated May 2023 and queried if this was correct.

The Head Teacher advised that she would update the heading of the Report.

Q. A Governor highlighted the improvements in performance in KS1, and queried the change of cohort (6 out of 13 Pupils were currently noted as 'at least expected' standard – the original cohort was out of 10 Pupils).

The Head Teacher advised that three Children had joined the School since the start of term. She had therefore amended the figures to show the progress of the original cohort.

Q. A Governor queried the Pupil response – 'Teachers give me work that challenges me' – and asked for a Staff point of view on the response rate.

The Head Teacher and Mrs Houghton felt that many of the Children who had responded 'some of the time' to the question were likely to be challenged most of the time. The Pupils were likely to have taken the word 'challenge' as meaning things that they could not do immediately.

Q. A Governor highlighted the Staffing situation going forward and the need to support Staff and sustain the improvement in KS1 (which had been difficult in previous years).

The meeting noted that the School was currently advertising for two Teaching Assistant posts – for which a provisional interview date had been set. The Teachers who would be working with the new Staff had been asked to join the process.

C. Governors supported the involvement of the Staff in the recruitment process.

Q. A Governor requested confirmation that, with no Children on EHCPs, the School's SEN Children were all on a graduated response.

Mrs Houghton confirmed this to be the case at present, but advised the an EHCP process had commenced for one Child. The meeting noted that this was in support of a transition to high School (in 2024), and the timeframe for an application (20 weeks).

C. The Governors discussed the importance of SEN response – and noted that the experience of the Staff and some Governors, and the focus placed on SEN by the Link Governor, put the School in a sound position.

C. A Governor highlighted the importance of Safeguarding in all the work of the School.

The Head Teacher confirmed that the School logged all incidents – no matter how 'minor' - on CPOMs.

G. A Governor highlighted the positive questionnaire responses from Staff on wellbeing.

The Head Teacher added that 100% of Parents and Carers had stated that they would recommend the School.

Q. A Governor highlighted that 40% of the School's Pupils were from out of the catchment area.

The Head Teacher reported that she had no concerns with this position.

C. Governors highlighted the 100% pass rate for Y1 Phonics Screening, and congratulated the School on this fantastic achievement.

Q. A Governor queried the Pupil attendance rate, noting that this was a National issue and therefore a likely focus of any inspection visit.

The Head Teacher advised that attendance had improved and was in line with other Schools. There were some issues with Pupil Premium Children - which impacted on the overall percentage achievement due to the size of the School.

The Governing Body RECEIVED, CHALLENGED, SUPPORTED and NOTED the SEF.

Mr Foster joined the meeting at 6.20pm.

GB/29/23

Academisation

Academy Update

Dr O'Horan - in his position as Link Governor for Academisation – provided an update on Academisation.

The School had met with the Diocese in recent weeks but the position remained unchanged. Academies had not been forthcoming in contacting the School and Dr Horan reminded the meeting that, as a Church School, the choice of Academies was limited.

The Head Teacher and Dr Horan highlighted a 'Governor Knowledge' document that had been provided to the School on 19 June 2023 – which stated that there was no longer a move towards Academisation, however other information continued to encourage Schools to progress the process.

C. Governors noted that there were mixed messages and a lack of clarity about Academisation.

Dr Horan would continue to monitor relevant information and guidance and would advise Governors of any updates or progress between meetings.

PO

The Governing Body NOTED the position on Academisation.

GB/30/23

Update on the Appraisal Process and Wellbeing for Head Teacher and Staff

Head Teacher Appraisal

Dr O’Horan provided an update on the Head Teacher’s appraisal, reminding the meeting that an interim review had been undertaken in February 2023. Appraisal objectives continued to be discussed at Dr O’Horan’s weekly meetings with the Head Teacher.

Q. A Governor enquired if the Head Teacher was on track with actions.

Dr O’Horan confirmed this to be the case.

The next full Head Teacher appraisal would be undertaken in September 2023.

The Governing Body NOTED the update on the Head Teacher’s Appraisal.

Staff Appraisals

The Head Teacher had completed the Mid-Term appraisals for Staff.

The Head Teacher highlighted a high rate of Staff turnover but expressed that there was no cause for concern as each resignation had been for valid personal reasons.

C. The Governors did not have concerns on the Staff turnover in light of the positive Staff response on wellbeing in the recent survey.

The Governing Body NOTED the update on the Staff Appraisals.

Wellbeing

Dr O’Horan advised that he continued to attend the School on a weekly basis and that he made himself available to both the Head Teacher and Staff to listen to any issues related to, and to support their wellbeing. Dr O’Horan confirmed that he updated the Chair on any matters arising related to wellbeing.

The Governing Body NOTED the update on Staff Wellbeing.

GB/31/23

Information from the Corporate Director for Consideration and Action

SEND and Alternative Provision Improvement Plan

The Clerk highlighted key points from the Plan:

- Plan published on 2 March 2023;
- Responds to the Green Paper published in March 2022 – which sought to solve issues in SEND: Learning Outcomes, Experiences of navigating the system, Geographical inconsistencies, VFM;

- Many of the proposed changes are not until 2025 (post next General Election);
- References to funding relates to monies already in the system (no new funding);
- Improvement Plan sets out a threefold mission:
 - Fulfil Children’s Potential
 - Build Parent’s Trust
 - Provide Financial Sustainability;
- Proposals include:
 - A National System underpinned by National Standards
 - A National Framework for Banding and Price Tariffs
 - An Integrated SEND and Alternative Provision System
 - Local SEND and AP Partnerships and Inclusion Plans
 - A reformed Nationally consistent EHCP process
 - Preparation for Employment – Internships and Apprenticeships
 - Ensuring SEND Leadership across Schools
 - National SEND and AP Implementation Board
 - Development of National and Local Inclusion Dashboard
 - Strengthened Accountabilities and Clear routes of redress

Action for Governors

- Ensure that the School’s SEND Policy is consistent with the vision of the Improvement Plan;
- Ensure that the School is inclusive and uses the Graduated Response for Children with SEND – early identification of needs and interventions;
- Ensure that the School includes Children, Parents and Carers in decisions.

C. The Governors stated their confidence that the School met the requirements listed above.

The Clerk highlighted that the combined Ofsted and Care Quality Commission Report on the Area SEND inspection of the Nottinghamshire Local Area Partnership had been published in mid-May 2023. The Report highlighted widespread and/or systematic failings leading to significant concerns about the experiences and outcomes of Children and Young People with special educational needs and/or disabilities, and included a requirement for a priority action plan to be prepared.

Mrs Houghton highlighted that the Report was citing the need for SEND Professionals to hold a National Professional qualification – which she did not have. Noting the extended timeframe for action implementation, the School would continue to monitor the requirements.

The Governing Body RECEIVED and NOTED the update from the Corporate Director.

GB/32/23

General Data Protection Regulations – Receive Report from Data Protection Officer and Information Governance Governor

Mrs Houghton provided a verbal report, confirming that there were no issues to highlight / no breaches to report.

The School continued to monitor the requirements to ensure that it remained up to date on GDPR.

The Head Teacher advised that the School had experience of receiving information in error which had been meant for the attention of other Schools, but that, as the transfer was from, and to, Schools under an umbrella of confidentiality, no harm had been incurred from any event.

The Governing Body NOTED the update on GDPR.

GB/33/23 Receive Report from the Designated CLA (Children Who are Looked After) Teacher

Mrs Houghton confirmed that the School had no Looked After Children.

The Governing Body NOTED the update from the Designated CLA.

GB/34/23 Communication Received and Updates

From Chair

The Governing Body NOTED that there were no further items of communication from the Chair.

From Head Teacher

The Governing Body NOTED that there were no further items of communication from the Head Teacher.

From Clerk

Governor Newsletters

The Clerk highlighted the following items from the first Summer term edition of the Governor Newsletter - advising where links to more detailed information were available:

- The focus of the Newsletter was on Wellbeing;
- Sources of support available for Wellbeing were listed on page 2;
- Support packages prioritised by DFE for Nottinghamshire – to improve educational outcomes;
- Safeguarding Lead Focus Groups arranged – one Governor to attend per School;
- Governing backing the Worker Protection Bill – harassment;
- Changes to Local Authority Designated Officer (LADO) referrals – introduction of online referral form;
- Information on Alternative Provision – relationship to SEND / EHC Pupils and responsibility for Local Authority and Schools to check the providers;
- Governor Termly Briefing (Youtube recording)– suggestion that this could be shared with all Governors prior to the Full Governing Body meeting (limited to one hour duration);
- Stress Awareness Month – since 1992 – suggested Mental Health as a standing agenda item;
- Notts Help Yourself – information, advice and details of services in one place;
- The Governor Conference – which had taken place on 4 March 2023 – theme: ‘Overcoming Barrier’s ;
- Governor Recruitment;
- Governor Learning and Development.

The Clerk highlighted the following items from the second Summer term edition of the Governor Newsletter - advising where links to more detailed information were available:

- School Admission Arrangements – a need for formal consultation;
- Meeting of the Safeguarding Focus Group – 6 July 2023;
- KCSiE 2023 publication date – 1 September 2023; relevant policies will be updated;
- Possible further Teacher industrial action in the Autumn term;
- New DfE guidance to come into force – 1 September 2023;
- Reminder of Governor' strategic role – Useful article and list of do's, don'ts and role of link Governors (pages 7 and 8);
- Reminder of DBS and Section 128 checks for Governors;
- Wildflower seed initiative – all Primary Schools to receive seeds;
- Link to support for Governor Recruitment;
- New Governor Learning and Development package (short video available).

Q. The Governors queried the training requirements for Safeguarding.

The Clerk would pose this question to Governor Services, and would enquire what courses were available.

Clerk

Mr Evans – in his position of Link Governor for Safeguarding – would pick up the response and work with the Head Teacher to determine what training might be provided to Staff and Governors. This would be discussed at the Autumn term meeting.

LE /
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Q. Mr Evans queried if the School corresponded well with the Safeguarding Children's Board.

The Head Teacher advised that Safeguarding / Child Protection queries were raised with the Local Authority (LADO). She highlighted that the Multi Agency Safeguarding Hub (MASH) had recently launched a helpline, which was proving useful in negating the need for a formal referral in some cases.

Q. Noting the article on good practice for DBS and Section 128 checks, a Governor queried if the School had a policy.

The Head Teacher advised that there was currently no policy.

Following a brief discussion the Governors felt that a good frequency for DBS checks would be aligned to terms of office. It was agreed that this would be further discussed at the Autumn term meeting.

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The Governing Body RECEIVED and NOTED the additional items of Communication from the Governor Newsletters.

GB/35/23

Approval of In-Service Training Days (Five) for 2023 – 2024

The Head Teacher advised that she was still looking at the scheduling of In-Service Training Days, as she wished to ensure that they were put to optimum use.

C. This was supported by the Governors, but with caution that the dates needed to be published at least one term before they were to be used.

The Governing Body NOTED the position on In-Service Training Days.

GB/36/23

Review of Planning Document: Delegation and Organisation of Committees

Agree Committee Structure and Membership of Committees

A brief discussion took place on which Committees Mr Evans and Mr Foster would attend.

It was agreed that Mr Evans would become a member of the Strategic Development and Pupil's Committee, and that Mr Foster would become a member of the Finance, Premises and Personnel Committee.

The Chair reminded Governors that they could attend Committees as an observer at any time.

The Governing Body APPROVED that the Committee Structure and Membership of Committees remain unchanged.

Approval of Scheme of Delegation for 2023 – 2024

The Clerk advised that the document was to capture levels of authorisation and approval.

The Governing Body APPROVED the Scheme of Delegation for 2023 – 2024.

Note Annual Planner for 2023 – 2024 to Support Agenda Setting

The Governing Body NOTED the Annual Planner for 2023 – 2024.

Policy Checklist for 2023 – 2024 – Statutory Policies for Schools

The Head Teacher confirmed that she used the Checklist as a planning document for the Full Governing Body and Committee meetings.

The Governing Body NOTED the Policy Checklist for 2023 – 2024.

Review of, and Appointment to, Link Governor Roles

The Governing Body NOTED that the Link Governor roles had been reviewed and agreed at the Extra-Ordinary meeting on 9 January 2023.

GB/37/23

Report from Training Co-ordinator of Impact of Training Undertaken and Review of Governor Training Requirements (Including Safeguarding)

Mrs Cowlam was not aware of any training that had been undertaken since the Spring term.

C. Governors noted the large amount of training that had taken place in the Spring term.

The Governing Body NOTED the update on Training.

GB/38/23 Review of Governor Monitoring Visit Reports – Key Actions for Governing Body

Mrs Cowlam, Mr Foster and Mrs Green had attended the School to invigilate the SATs (Tuesday 9 May 2023 to Thursday 11 May 2023).

The Governing Body RECEIVED and NOTED the update on Governor monitoring visits.

GB/39/23 Evidence of Governing Body Impact on School Improvement and Review of How the Governing Body has Held the School's Leaders to Account

The Governing Body NOTED the input and challenge of Governors during the meeting (questions and comments are highlighted in bold in the body of the minutes for ease of reference):

- The Governors had prepared for the meeting by reading the Agenda and Meeting papers;
- The Governors had noted the composition of the Governing Body and actions required on Membership;
- The Governing Body had approved the minutes of the Spring term meeting, and had noted that all actions had been progressed;
- The Governing Body had noted the Minutes of Committee meetings;
- The Governing Body had approved School Policies;
- The Governors noted that the School Budget, BO2 Return and Services for Schools had been approved at previous Finance, Personnel and Pupil's Committee meetings;
- The Governors were aware of the Financial Position of the school;
- The Governing Body had received the SEF and had queried matters including - Ofsted Timing, Survey Responses, Staffing, SEND, Safeguarding, Attendance and Phonics Screening results;
- The Governing Body had received an update on Academisation;
- The Governing Body had noted an update on Appraisals and Wellbeing;
- The Governing Body had received an update from the Corporate Director on SEND;
- The Governing Body had received an update on GDPR;
- The Governing Body had noted an update on Children who were Looked After;
- The Governing Body had received Information from the Clerk and had queried Safeguarding Training Requirements and the requirements for Governor Checks;
- The Governing Body had noted the position on In-Service Training Days;
- The Governing Body had confirmed the Committee Structure;
- The Governing Body had approved the Scheme of Delegation;
- The Governing Body had noted the Annual Planner;
- The Governing Body had noted the Policy Checklist;
- The Governing Body had confirmed the allocation of Link Governor roles;
- The Governors had noted the position on Training;
- The Governors had attended the School during SATs week.

GB/40/23 Confirmation of Dates for 2023 – 2024

The Governing Body AGREED the future meeting arrangements as follows:

- Autumn term 2023 Tuesday 14 November, 5.30pm
- Spring term 2024 Monday 18 March 2024, 5.30pm
- Summer term 2024 Wednesday 19 June 2024, 5.30pm

GB/41/23 Any Other Business

The Chair reminded the Governors that the School was due an Ofsted Inspection visit.

The Chair reiterated the usefulness of the SEF in preparing Governors for answering any questions that Ofsted may raise, and recommended that Governors read it in full.

The Chair would circulate correspondence on this matter once the Head Teacher had updated the SEF following the Quality Assurance visit w/c 26 June 2023.

TL

Q. A Governor queried the expectations of Ofsted for Governor input.
The Head Teacher confirmed that a small number of Governors would be required – and that this could be determined by those available on the day.

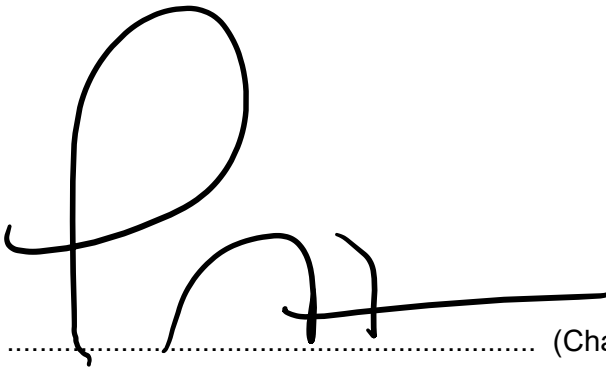
The Governing Body NOTED the item of Any Other Business.

GB/42/23 Determination of Confidentiality of Business

No items of business in the meeting were classed as confidential.

It was RESOLVED that all papers and reports be made available as necessary.

The meeting closed at 7.09pm.



Signed: (Chair) Date: 14 November 2023