

FINAL MINUTES OF MEETING SPRING TERM 2023



School: St Peter's Church of England Primary School, Gringley-on-the-Hill
Meeting Title: Spring Term Meeting of the Governing Body
Date and Time: Tuesday 14 March 2023 at 5.15pm
Location: At the School / Virtually (Teams)

Membership

'A' denotes absence / Mrs J Cowlam
'V' denotes virtual A Mrs M Craib
attendance A 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 V Mrs J Reay (Clerk to the Governors)

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

The Governing Body WELCOMED Mr David Foster to his first Full Governing Body meeting.

GB/01/23 Apologies for Absence Action

Apologies for absence had been received from Mrs Craib (Personal reason), Mr Evans (Personal commitment) and Mrs Hughes (Personal commitment).

It was RESOLVED that the Governing Body CONSENT to the absences as above.

Mrs Taylor had advised that she would be slightly late to the meeting.

The Clerk was attending the meeting virtually – due to a positive Covid-19 test result.

The Governing Body NOTED the meeting attendance and apologies.

GB/02/23 Declarations of Interest

Declarations

The Governing Body NOTED that there were NO DECLARATIONS OF INTEREST, either direct or indirect, for items of business on the agenda.

Code of Conduct

The new Governors were to read, and sign, the Governor Code of Conduct. All other Governors confirmed that they had read, and signed, the document.

The Governing Body NOTED the position on the Code of Conduct.

GB/03/23

Review of Membership and Terms of Office Ending in the Next 12 Months

Local Authority Governor

Mr Foster (in attendance) had cited an interest in the role of Local Authority Governor, and his application had been ratified by Nottinghamshire County Council.

Mr Foster left the meeting at 5.19pm, and the Governors voted on his appointment.

The Governing Body VOTED to APPROVE the appointment of Mr Foster as Local Authority Governor.

The Governing Body UNANIMOUSLY APPROVED the appointment of Mr Foster as a Local Authority for a term of four years – commencing on 14 March 2023.

Mr Foster rejoined the meeting at 5.20pm.

Mr Foster was to provide his contact details to the Clerk – for provision to Governor Services.

DF

The School would undertake the enhanced DBS and Section 128 checks for Mr Foster within 21 days of the meeting, and would obtain signatures to record his receipt of the declarations on the Code of Conduct and KCSIE 2022.

YR / DF

Parent Governors

Following a Parent Governor election, Mrs Cowlam and Mr Evans had been re-appointed, and appointed as Parent Governors respectively.

The Governing Body NOTED the re-appointment of Mrs Cowlam as a Parent Governor for a term of four years – commencing on 3 December 2022.

The Governing Body NOTED the appointment of Mr Evans as a Parent Governor for a term of four years – commencing on 3 December 2023.

The Head Teacher confirmed that the enhanced DBS and Section 128 checks for Mr Evans had not yet been completed. The DBS had informed the school that the paperwork was still with the Police and that it should be finalised soon. The Head Teacher would obtain Mr Evans' signatures to record his receipt of the declarations on the Code of Conduct, and on KCSIE 2022.

YR / LE

Ex-Officio Governor

The Governing Body NOTED that the School held a vacancy for an Ex-Officio Governor.

GB/04/23

Approval of Minutes of Autumn Term Meeting and Any Additional Special Meetings

Autumn Term Meeting

The Governing Body APPROVED the minutes from the Autumn Term meeting held on 8 November 2022.

The Clerk would add the electronic signature of the Chair.

Clerk

Review of actions

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

Item	Update	Status
GB/40/22	A Finance, Premises and Personnel Committee meeting had taken place on 8 February 2023.	Complete
GB/45/22	The Scheme of Delegation had been approved at the Extra-Ordinary meeting which had taken place on 9 January 2023.	Complete
GB/50/22	The Head Teacher had provided a solution to the Staffing to Pupil Ratios to the Extra-Ordinary meeting which had taken place on 9 January 2023, and had further been considered at the Finance, Premises and Personnel Committee meeting held on 8 February 2023.	Complete
GB/56/22	Mrs Cowlam had shared information on the Safeguarding training available to Governors.	Complete
GB/56/22	Governors had read, and signed that they had read, KCSIE 2022.	Complete

Governors CONFIRMED that actions arising from the previous Governing Body meeting had been actioned as appropriate.

Extra-Ordinary Governing Body Meeting

The minutes of the Extra-Ordinary meeting held on 9 January 2023 were not yet available.

The Governing Body NOTED the minutes from the Extra-Ordinary Governing Body meeting held on 9 January 2023 would be provided to the Summer Term meeting for approval.

**Summer
Agenda**

GB/05/23

Receipt of Minutes and Approval of Policies from Committees and Working Parties

Expenditure Planning Meeting – 23 November 2022

The minutes of the Expenditure Planning meeting held on 23 November 2022 had been uploaded to GovernorHub.

There were no actions arising for review.

The Governing Body APPROVED the minutes of the Expenditure Planning meeting held on 23 November 2022.

Strategic Development and Pupils Committee Meeting – 7 February 2023

The minutes of the Strategic Development and Pupils Committee meeting held on 7 February 2023 had been uploaded to GovernorHub.

There were no actions arising for review.

The Governing Body APPROVED the minutes of the Strategic Development and Pupil's Committee meeting held on 7 February 2023.

Finance, Premises and Personnel Committee Meeting – 8 February 2023

The minutes of the Finance, Premises and Personnel Committee meeting held on 8 February 2023 had been uploaded to GovernorHub.

There were no actions arising for review.

The Governing Body APPROVED the minutes of the Finance, Premises and Personnel Committee meeting held on 8 February 2023.

GB/06/23 Approval of Policies

The Head Teacher advised that the following policies had been updated, and approved at the relevant Committee meetings during the Spring Term:

- Anti-Bullying
- Behaviour
- Breakfast Club
- Governor Code of Conduct
- Finance
- Pay
- Confidential Reporting and Whistleblowing
- Disciplinary and Capability Procedures
- Grievance Procedure
- Harassment Policy and Procedure

The Governing Body NOTED the Policies which had been approved by Committees during the Spring Term.

GB/07/23 Academisation

Academy Update

The Chair reminded the Governing Body of the previous directive – for all Schools to be in the process of academisation by 2030.

Mrs Taylor confirmed that the direction of travel had not changed but that progress had slowed, and was now at a standstill. It remained the DFE's intention for all Schools to become academies in the long term.

There had been some information – with details yet to be confirmed – that Schools rated 'Good' or 'Outstanding' may choose their route to academisation, and that those rated as 'Requiring Improvement' or 'Inadequate' must academise in line with the directions of the Regional School's Commissioners.

Governors noted an agreement between the DFE and the Church, that Church Schools may only academise with a Church based Multi-Academy Trust. With only five such Trusts in Nottinghamshire, the School would need to remain mindful of capacity.

Following a brief discussion on the benefits of single School independence versus the benefits of academisation, the Governing Body AGREED:

- To continue with a policy of of vigilance in obtaining information – to ensure that opportunities for academisation were not missed;
- To a continual appraisal of the School's position on academisation, in light of information received.

The Governing Body AGREED that:

- Academisation would remain as a standing item on future Full Governing Body meeting Agendas;
- Updates on academisation would be shared with all Governors if received between meetings.

**Summer
Agenda**

Govs

The Governing Body NOTED the position on Academisation.

GB/08/23

Holding Executive Leaders to Account: Summary of Head Teacher's Report and Governors' Questions and Challenge

The Head Teacher's Report had been uploaded to GovernorHub prior to the meeting. The Governors confirmed that they had read through the content.

The following points were highlighted, discussed and/or queried:

Pupil Numbers

Q. A Governor queried the number of Children in Foundation, and whether this was indicative of future budgets.

The Head Teacher advised that the School would have a full complement of Pupils in the Reception class by September 2023, and that four children were due to join the Nursery in September 2023 - although the number of Pupils joining could change. The Head Teacher confirmed that the School's income related to the number of Pupils in place on each October audit day.

C. Governors confirmed that this had been discussed in the Finance Committee meeting and that prudence in expenditure was always undertaken as numbers changed – Governors recognised that, at present, there were 12 Children joining the School and 16 leaving from year six.

Attendance

The Head Teacher highlighted that attendance rates were good – above the National average.

C. A Governor challenged the progress made, highlighting that persistent absenteeism was high.

The Head Teacher advised that a lot of work had been put into improving attendance with Parents and Carers, and that she had put strategies in place from recent training into action. The Head Teacher stated that there were just two Children with genuine attendance issues, and that the remainder of persistent absence was coming from Children with genuine health conditions and ailments.

The Head Teacher highlighted that Letters were provided on absenteeism as appropriate and that an improvement had been noted as a result. In the previous week 95 out of 97 Children had achieved 100% attendance but she explained that awards were not provided to Pupils in this respect as it could be demotivating to those Children with issues which made 100% attendance unachievable.

The Head Teacher reminded Governors that attendance rates tended to improve during the Summer Term as the ratio of days taken / School days available increased.

C. Governors noted that attendance rates and absentee issues were moving in the right direction.

C. The Governors supported the actions taken by the School to maintain and improve attendance.

Behaviour

Q. A Governor queried whether there were any ongoing issues relating to the incident reported in Section Five of the Report.

The Head Teacher advised that the incident had been managed and that there was nothing outstanding to report. She confirmed that all relevant information had been inputted to CPOMs.

SEN Report

The Head Teacher highlighted that 'SEND in a Nutshell' was a term used by the Local Authority.

Governors noted that the School had a lower level of need than most Primary Schools. Miss Houghton advised that the School supported its SEN Children in various ways and that this was supported by the Curriculum.

Mrs Taylor advised that a suggested list of questions for Governors to pose on SEN Reports had been provided at the Governor conference. Mrs Taylor would share the questions with Mrs Green for her to consider in her capacity as SEND Link Governor.

TT

Safeguarding

The Head Teacher advised that the category information had been copied into the report from CPOMs. She confirmed that all incidents were captured, and that most were behavioural issues, considered to be of minor significance.

Statutory Training

Governors confirmed that they had no questions on Staff Training.

Staffing

The Head Teacher confirmed that Staffing would change after the Easter break as a Teacher returned to the School – this had been shared with Parents and Carers via letter on 13 March 2023.

A further change to Staffing would take place from September 2023 as an additional Teacher returned to the School.

Staff Absence

The Head Teacher advised that Staff absence rates were unusually high for the School – she advised that some Staff absences were attributable to Covid-19.

Evaluation of the Quality of Education

C. Governors were pleased to note the work in place as part of the School Improvement Plan.

The Head Teacher confirmed an improvement in attainment.

Pupil Premium

Q. A Governor queried the location of the Pupil Premium Plan for the School.

The Head Teacher confirmed that this was on the School's website, and that she would provide direction as to its exact location following the meeting.

YR

Q. A Governor asked for an index to be included on the School's website to aid the location of documentation – a 'Key Information Directory'.

The Head Teacher agreed to look into the provision of a website key.

YR

Q. A Governor queried the basis for Pupil Premium categorisation.

The Head Teacher advised that, in the main, this corresponded to Children eligible to receive free School meals.

Q. A Governor queried the experience of Parents and Carers who applied for Pupil Premium status.

The Head Teacher advised that the majority of applications were successful, and she confirmed that the School supported applications, including the advertisement of eligibility criteria in the School's Newsletters.

C. A Governor commented on an increased willingness for Parents and Carers to engage with Pupil Premium in the last five years.

School Improvement Plan

The Head Teacher highlighted the School's priorities for improvement – and the progress made against actions required.

Governors did not raise any questions on the content of the School Improvement Plan.

Equality and Diversity

The Head Teacher highlighted concerted efforts on Equality and Diversity, and the maturity of the Children in demonstrating the School's values and attitudes.

C. A Parent Governor commented positively on the behaviour of Children in this respect.

Continuing Professional Development

Governors confirmed that they had no questions on Continuing Professional Development.

Enrichment Activities

The Head Teacher highlighted the large number of enrichment activities provided. She highlighted in particular the Children's experience of the Pantomime.

C. Governors supported the activities provided by the School, noting the economic pressure on Families, and that some Children might not otherwise experience such enrichment.

Complaints

The Head Teacher confirmed that no complaints had been received.

Health and Safety

The Head Teacher and Mrs Hughes had completed the Health and Safety Audit – there were no issues to report to the Governors.

The Head Teacher advised that the Heras fencing that had been previously sited in the playground had been re-used to good effect by placement at the top of the banking to the rear of the school – adjacent to the neighbour's garage.

Q. Governor queried the frequency of Legionella checks.

The Head Teacher advised that a check on water quality was undertaken at least once every month by Second Element and that a flushing of the system was performed on a weekly basis by Mr Ian Smith, the School's cleaner/caretaker.

The Governing Body RECEIVED, CHALLENGED, SUPPORTED and NOTED The Head Teacher's Report.

GB/09/23

Health and Safety

The Head Teacher confirmed that a Health and Safety walk – attended by the Health and Safety Governor, Mrs Hughes - had taken place.

Further information on Health and Safety was included in the Head Teacher's Report.

The Governing Body NOTED the update on Health and Safety.

School Budget

The Governing Body NOTED that approval of the School Budget had been delegated to the Finance, Premises and Personnel Committee for approval on 22 March 2023.

**FPP
Committee**

Scheme of Delegation for 2022 -2023

The Governing Body NOTED that the Scheme of Delegation had been approved by the Finance, Premises and Personnel Committee meeting in the Summer Term.

School's Financial Value Standard (SFVS) for 2022-2023

The SFVS had been uploaded to GovernorHub for Governor attention.

No queries were raised on the document.

The Governing Body APPROVED the School's Financial Value Standard, for submission to Nottinghamshire County Council by 31 March 2023.

Year-End Reforecast

The Year-End Reforecast had been uploaded to GovernorHub for Governor attention.

The Chair highlighted that:

- The budget remained on target;
- That significant investments had been made during the year;
- A £6,000 reserve was to be retained.

The Governing Body APPROVED the Year-End Reforecast.

Services for Schools

The Head Teacher advised that the Services for Schools included:

- Grounds maintenance
- Governor Services
- HR
- Legal
- Catering
- Swimming Services

C. Governors agreed that expenditure on all paid for services required careful consideration – including costs, recovery, value for money and the examination of any alternative provision.

The Head Teacher advised of proposed increases to costs for the Catering Service and Governors agreed that the detail of all services – including Catering – would be considered at the next meeting of the Finance, Premises and Personnel Committee.

The Governing Body NOTED that information on Services for Schools would be provided to the Finance, Premises and Personnel Committee meeting on 22 March 2023.

**FPP
Committee**

GB/11/23

Update on the Appraisal Processes for Head Teacher and Staff, and an Update on the Wellbeing of The Head Teacher and Staff

Head Teacher Appraisal

Mrs Cowlam and Dr O’Horan had undertaken the Head Teacher’s Appraisal in September 2022. This had included objective setting for the coming year. Dr O’Horan had then carried out an interim review in February 2023.

Q. Governors queried if there was any particular support that they could provide to the Head Teacher.

Dr O’Horan responded that there were no particular areas of focus arising from the review.

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. There were no issues to report.

The Governing Body NOTED the update on the Staff Appraisals.

Wellbeing

Dr O’Horan advised the 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/12/23

Confirm Arrangements to Review Child Protection and Safeguarding Recording and Reporting Systems (CP Confidential File Audit)

The Head Teacher confirmed that the School had received, and noted, the updated guidance on Child Protection and Safeguarding Recording and Reporting Systems.

Mrs Cowlam – in her capacity as Safeguarding Governor - and the Head Teacher had completed the Child Protection and Safeguarding Audits in the Autumn and Spring terms.

There were no compliance issues to report to the Governors.

The Governing Body NOTED the update on the Child Protection and Safeguarding Audits.

Harm Outside the Home Toolkit

The Clerk highlighted key points from the Harm Outside the Home Toolkit:

- Created, in partnership, to support School's to develop their capacity as a protective factor for Children at risk of harm;
- Focused on Children aged ten and over, linked to Youth Offending (so largely for Secondary Schools);
- Six Guiding Principles to increase Education's protective capacity against harm outside of the home;
- Communication, Education, Inclusion, Understanding Behaviour, Community, and Environment;
- Awareness workshops and training sessions were underway, and more were being planned.

Action for Governors

- To support the longevity of this project, Governors were requested to monitor the use of the Toolkit in the School.

The School's Bill and School Attendance

The Clerk provided an update on the School's Bill and School Attendance:

- The Department of Education was introducing several important changes to Policies and Statutory Guidance related to School attendance – including the use of legal interventions;
- Expectation was that Local Authorities will take on a more Strategic role on School attendance;
- Delay in progress through Parliament;
- Local Authorities still working to September 2023 to introduce changes;
- School's to develop and publish a School Attendance Policy;
- School's to use attendance data – statutory requirement for returns from September 2023 – using 'Wonde' (although encouraged to commence earlier in this academic year);
- Should support families prior to fining.

Action for Governors

- Confirm that the School was familiar with the guidance for 2022 – 2023;
- Confirm that the School had an Attendance Policy;
- Determine how effective the School Leaders were in tracking Pupil attendance;
- Understand the School's arrangements for the use of Educational Penalty Notices – for unauthorised absences in Term time;
- Understand when the School would begin to share attendance Data with the Department of Health.

C. The Governors noted the comprehensive report, and discussions that had taken place on attendance during the presentation of the Head Teacher's Report at GB/08/23.

The Head Teacher confirmed that the School was already registered for, and was using Wonde. At present the sharing of data was limited but, as more

Schools signed up it would provide a good source of National data and benchmarking.

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

GB/14/23 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 Spring Term edition of the Governor Newsletter - advising where links to more detailed information were available:

- Introduction from the new Governor Services Team Manager – Mrs Sinead Allan;
- Admission Arrangements;
- HR Updates;
- An Article about Apprenticeship giving information about opportunities and funding arrangements for Schools to access;
- An Environmental Pathway Tool for Schools - shared by the Church of England Diocese on GovernorHub;
- Governor Recruitment – support for Boards from the NGA, Inspiring Governance and Governors for Schools;
- Governor Learning and Development updates: The Spring Term 2023 Programme – details of how to book places.

The Head Teacher confirmed that the School's Admission Arrangements had been updated and were available on the School's Website.

The Governing Body APPROVED the School's Admission Arrangements.

Q. A Governor queried where the information on the Diocese Environmental Pathways could be located on GovernorHub.

The Clerk would pose this question to Governor Services.

Clerk

Post Meeting Note:-

The following response was received from Governor Services:

This is in a folder called "Environmental Pathway" on the Nottinghamshire Governors Services GovernorHub pages/resources tab. All Governors were sent an email on the 1 December 2022 – "Net Zero Carbon 2030" with the links to this document. In addition, an article written by Alison Jacobson was in the Autumn 2022 Newsletter which included a link.

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

- The Governor Conference – which had taken place on 4 March 2023 – theme: ‘Overcoming Barrier’s ;
- Safeguarding Governor Focus meetings had been arranged – next one due on 24 April 2023 – one Governor per School to attend and feedback to other Governors;
- Enhanced Kinship Support Service now operational in Nottinghamshire;
- National updates – a comprehensive article on food standards, including actions for Governors, including ensuring that money is well spent on food;
- The Ofsted Annual Report for 2021-2022 – a reflective report advising that overall inspections were showing an improvement. As a benchmark 88% of all state funded schools were rated good or outstanding;
- Information from Governor Services – a reminder of the package of support;
- The recruitment of Governors – including an example advert;
- Information on the Governor Learning Offer – planned increase in on line training / 30 minute sessions which could be used prior to Governing Body meetings (to be launched on 1 April 2023);
- Information for Training Coordinators – 15 minute updates to be made available termly, short videos on specialist matters (eg managing complaints etc). Once Schools had subscribed, all Governors would be provided with access;
- Governor Termly briefings - now for all Governors to access (replaced Heads and Chairs briefings).

Mrs Taylor confirmed that she had attended the Annual Governor Conference and highlighted that a focus was on the new SEND Framework. Mrs Taylor queried if there would be any further information on this made available to Governors and the Clerk agreed to check this with Governor Services.

Clerk

Post Meeting Note:-

The following response was received from Governor Services:

The Service Director has requested that a Director’s report be presented on SEND for the Summer 2023 recorded briefings - which governors can access. This report will also be shared in the termly papers to Board and will be raised by the Clerk to Governors for Boards to consider actions.

Mrs Taylor agreed to share information on the Diocese’s ‘Working towards Net Zero’ presentation from the Governor Conference.

TT

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

GB/15/23

Report from Training Co-ordinator Including Review of Governor Training Requirements for 2023

Mrs Cowlam advised of the training which had taken place in recent months:

Governor	Date	Course / Event
Mrs Cowlam	Sept 22	Prevent
	8 Oct 22	KCSiE 2022 Safeguarding Training - Child Protection Refresher - The Prevent Duty
	21 Jan 23	Diocese Training - Christian Distinctiveness
	2 Mar 23	The Monitoring Role of the Link Governor
Mr Evans	21 Feb 23	Diocese Training - Christian Distinctiveness
Mrs Green	June 22	Governor Diocese Induction Training – Deeply Christian (Two days)
	13 Jan 23	Pupil Premium Webinar
	29 Jan 23	LEA Advisor Connie Rakhit – Pupil Premium
	21 Feb 23	Diocese Training - Christian Distinctiveness
Miss Houghton	21 Feb 23	Diocese Training - Christian Distinctiveness
Mrs Hughes	1 Mar 23	Health and Safety
Tim Larden	21 Feb 23	Diocese Training - Christian Distinctiveness
Dr O’Horan	5 Dec 22	Confederation of Schools Trust
	Feb 23	Managing Problems with Governors
	21 Feb 23	Diocese Training - Christian Distinctiveness
Mrs Taylor	21 Feb 23	Diocese Training - Christian Distinctiveness
	4 Mar 23	Governors’ Conference

The Clerk advised that a new training provider – East Midlands - came into effect from 1 April 2023.

Q. A Governor queried if there was any specific training for Governors on the functionality and use of GovernorHub.

The Clerk would pose this question to Governor Services.

Clerk

Post Meeting Note:-

*The following response was received from Governor Services:
There is a free “help” function (top right) which has several five minute videos with top tips and information to support Governors using Governing Hub more effectively. (The Board may wish to meet 30 minutes before their Full Governing Body to look at a few of these together and practice). There was also a workshop for Governors to attend at the Governor Conference for beginners and advanced and this was presented by representatives of GovernorHub to support Nottinghamshire governors. Articles to remind Governors of helpful features are also regularly shared in the Governor Newsletter – the most recent example being included in Autumn 2022.*

Q. A Governor queried if the Governing Induction was available on line.
The Clerk confirmed this to be the case, with various dates available.

The Governing Body NOTED the update on Training.

GB/16/23

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

Review and Confirm the Appointment of the Data Protection Officer (DPO) and Senior Information and Risk Owner (SIRO)

The Governing Body NOTED that the role of Data Protection Officer was fulfilled by Miss Houghton, and that the role of SIRO was fulfilled by the Head Teacher, Yvonne Reeson.

Report from the DPO and Information Governance Governor

Miss Houghton highlighted several minor data breaches in the Report. No data requests had been received.

Mrs Ruth Howitt, Office Manager, had been provided with additional training on promoting data security and she was reminding Staff frequently of positive steps to take.

Q. A Governor queried if Staff were aware of any Schools that had encountered major data breaches and/or if there were any examples of what colleagues need to be mindful of.

Miss Houghton responded that continued vigilance was required to protect special categories of information, the security of CPOMs information, device security (encryption) and email security.

The Head Teacher advised that the School had experience of receiving information in error which had been meant for the attention of other Schools. She confirmed that such instances were always reported to the provider. This problem usually arose because of another School named St. Peter's within Nottinghamshire.

The Governing Body NOTED the update on GDPR.

GB/17/23

Review of Governor Monitoring Visit Reports – Key Actions for Governing Body

The Head Teacher advised that Governors regularly attended the School and that a number of visits had taken place since the Full Governing Body meeting in the Autumn Term. All resulting Reports had been uploaded to GovernorHub.

The Governor Monitoring Visits undertaken included:

- The attendance of the Chair at the Green School's training event. The Chair would agree a date to complete the self-evaluation questionnaire with the Head Teacher;
- A Governor had attended Collective Worship;

TL / YR

The Governor Monitoring Visits planned included:

- The Chair to undertake a further monitoring visit when meeting the Head Teacher re: the self-evaluation as above.

Q. A Governor requested that messages be transferred to personal email accounts and/or Cobra (Whatsapp).

The Head Teacher advised that GovernorHub would continue to be used but that additional messaging formats could be used for those Governors whose preference was for the use of other mediums.

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

GB/18/23

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):

- Governors had completed Declaration and supporting documentation as appropriate;
- The Governing Body had appointed a Local Authority Governor;
- The Governing Body had approved the minutes of the Autumn Term meeting, and the minutes of Committee meetings;
- The Governing Body had approved relevant School Policies (via Committees);
- The Governing Body had challenged the Head Teacher in several areas of her Report - queries on Pupil Numbers, Attendance and Absenteeism, Behaviour and Pupil Premium;
- The Governing Body had approved the frequency of residential visits and the costs associated;
- The Governing Body had received and noted the SEN Report;
- The Governing Body had approved the SFVS and Year-End Reforecast;
- The Governing Body had received information on the Head Teacher and Staff Appraisals and had enquired about Staff wellbeing;
- The Governing Body had received information from the Clerk;
- The Governors continued to undertake training as appropriate;
- The Governors continued to undertake, and provide feedback from, Monitoring visits.

GB/19/23

Any Other Business

Early Years Building

Dr O'Horan advised that a reply was still awaited on the improvements to those requested on the Early Years building.

SATS Week

Miss Houghton reminded the Governors of an open invite for them to invigilate in SATs week (Tuesday 9 May 2023 to Thursday 11 May 2023).

Govs

Governors were requested to advise Miss Houghton of the times that they might attend.

The Governing Body NOTED the items of any other business.

GB/20/23 Confirmation of Dates for 2022/23

Following a brief discussion, it was agreed that meeting dates be set for different evenings – to allow for Governors with recurring diary issues to attend.

The Governing Body AGREED the future meeting dates as:

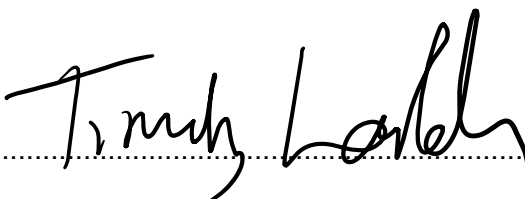
- Summer Term – Monday 19 June 2023, at 5.30pm;
- Autumn Term – Tuesday 14 November 2023, at 5.30pm;
- Spring Term 2024 – Monday 18 March 2024, at 5.30pm.

GB/21/23 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 7.14pm.

Signed:  (Chair) Date: 19 June 2023