

**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:** Tuesday 21 June 2022 at 6.00pm  
**Location:** At the School

**Membership**

'A' denotes absence

Mrs J Cowlam  
Mrs M Craib  
Miss B Houghton  
Mrs R Hughes (Virtually)  
Mrs S Green  
Mr T Larden (Chair)  
Dr P O'Horan  
Mrs Y Reeson (Head Teacher)  
Mrs T Taylor (Vice Chair)  
A Mrs C Wragg

**In attendance**

Mrs J Reay (Clerk to the Governors)

**FGB/20/22**

**Apologies for Absence**

**Action**

Mrs Hughes joined the meeting via Zoom.

Mrs Wragg had provided apologies (work commitments).

It was RESOLVED that the Governing Body CONSENT to this absence.

**FGB/21/22**

**Declarations of Interest**

Mrs Taylor queried the context of item 9 – 'Academisation' to ascertain if there was a conflict of interest for her. The conclusion was that there was no conflict arising from the item.

There were NO DECLARATIONS OF INTEREST, either direct or indirect, for items of business on the agenda.

**FGB/22/22**

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

**Foundation Trust Governor**

Mrs Green was welcomed as a new Foundation Trust Governor – for a four year term with effect from 18 May 2022.

**Parent Governors**

There were two Parent Governor with Terms of Office due to end on 2 December 2022.

Mrs Cowlam confirmed that she wished to remain a Governor. Liaison had commenced with the Local Authority to determine whether Mrs Cowlam could

**TL**

transfer to become a Local Authority Governor at the end of her term – with consideration to be given to the skills, balance and diversity on the Body. The Chair would follow this up with the Local Authority.

Mrs Wragg had encountered difficulties in attending Governor meetings. The Head Teacher would contact Mrs Wragg to confirm her interest in applying for a future term of office. **YR**

The Head Teacher would start the process for Parent Governor elections. **YR**

#### Foundation Diocese Board of Education Appointed Governor

Mrs Hughes' term of office was due to end on 3 July 2022. Mrs Hughes confirmed that she wished to be considered for a further term of office.

The Diocese was leading on the process for appointment.

#### Local Authority Governor

Mrs Sherwin-Gill's term of office had ended on the 12 June 2022. Mrs Sherwin-Gill had not reapplied for a Local Authority Governor post.

The Governing Body THANKED Mrs Sherwin-Gill for her services as a LA Governor.

#### Foundation Parochial Church Governor Appointed Governor

Mrs Taylor's term of office was due to end on 24 November 2022. The Church would manage the appointments process for the future term of office.

#### Ex-Officio Governor

Mr O'Horan highlighted that, in the absence of a Vicar (long term vacancy), the Diocese could appoint an alternative to fulfil the role of Ex-Officio Governor.

The Chair would highlight this provision in the Instrument of Government to the Diocese. **TL**

Mr O'Horan queried whether Mr Richard Spray – who was currently providing religious sessions at the School – might be eligible to fulfil the role.

The Head Teacher would contact Mr Spray to determine his interest in fulfilling the role of Ex-Officio Governor, and would make the required arrangements for his appointment if so. **YR**

#### Instrument of Government

Mrs Taylor highlighted that the Diocese had requested a change to the School's Instrument of Government.

The Head Teacher would update the Instrument of Government and add to GovernorHub. **YR**

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

## Approval of Minutes of Spring Term Meeting and Any Additional Special Governing Body Meetings

### Un-Confidential Minutes

The Governing Body NOTED the un-confidential minutes from the Spring Term Meeting and AGREED the following point for amendment:

Ref	Current Wording	Amendment
FGB/5/2022	The minutes of the FPP committee were not yet available due to staff absence. The extra FPP meeting in January had been to approve the extra TA in class 2, which had been approved.	The notes of the extraordinary Finance, Premises and Personnel Committee meeting on 26 January 2022 – which had been held to approve the extra Teaching Assistant in Class two - were not yet available as no clerk had been present. The Chair would provide a set of notes to capture the meeting business. (Action – TL).

Subject to the amendment above, the un-confidential minutes of the Spring term meeting held on 9 March 2022 - having been previously circulated - were CONFIRMED.

**Clerk**

The Governing Body AGREED that the un-confidential minutes be SIGNED by the Chair. The Clerk would add the electronic signature of the Chair.

### Review of actions

Item	Update	Action
FGB/3/22	Review of membership – updates on both actions provided at FGB/22/22.	Close
FGB/4/22	Admissions – updates on both actions provided at FGB/27/22.	Close
FGB/8/22	Financial Reporting – update provided at FGB/25/22.	Close
FGB/13/22	Training – update provided at FGB/36/22.	Close
FGB/17/22	The Chair had unfortunately not been able to assist with the SATs monitoring.	Close
FGB/17/22	Academisation – update provided at FGB/28/22.	Close

Governors CONFIRMED that actions arising from the previous Full Governing Body meeting had been actioned where possible.

### Confidential Minutes

The Governing Body NOTED the confidential minutes from the Spring Term Meeting and AGREED.

The confidential minutes of the Spring term meeting held on 9 March 2022 - having been previously circulated - were CONFIRMED.

The Governing Body AGREED that the confidential minutes be SIGNED by the Chair. The Clerk would add the electronic signature of the Chair.

**Clerk**

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

**FGB/24/22 Receipt of Minutes and Approval of Policies from Committee Meetings and Working Parties**

The Governing Body NOTED that the notes of the extraordinary Finance, Premises and Personnel Committee meeting held on 26 January 2022 were available on GovernorHub. The Governing Body APPROVED the notes.

The Governing Body NOTED that the notes of the meeting held on 7 March 2022 to consider and approve the School's SFVS had not yet been created.

The Chair would create a set of notes to capture the business of the meeting. **TL**

The Governing Body APPROVED the minutes of the Strategic Development and Pupil's Committee Meeting held on 25 May 2022.

There were no actions from previous Committee Meetings to review.

The Governing Body NOTED the update on Committee Meetings.

**FGB/25/22 Financial Reporting**

Approval of School Budget

The Governing Body NOTED that the School budget had been approved by the Finance, Premises and Personnel Committee.

The Chair highlighted that the balances to carry forward to 2022/23 had previously been reported as (circa) £70,000, but that this had revised to £54,260 in the final calculations.

Governors were content with the increases in staffing costs (22%) over three years, noting that the School benefitted from experienced staff.

Governors Consistent Financial Reporting Out-turn Statement Including the Intended Use of Balances (B02) Return

The Governing Body NOTED that the B02 Return had been approved by the Finance, Premises and Personnel Committee.

The Chair highlighted that the budget carry forward and additional areas of budget with discretionary spend (buildings, maintenance and resources) – provided the School with scope for spending in future years.

The Chair instigated a discussion on how increased governance could be applied to spending decisions, and it was agreed that the Head Teacher and Chair should meet with increased frequency – on a monthly basis – to discuss expenditure. Deliberations and decisions from these meetings would be recorded and reported to the Finance, Premises and Personnel Committee.

The Governing Body RECEIVED the information on the Intended Use of Balances Return and NOTED its submission.

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

The Head Teacher worked through her report, highlighting key matters.

- Consistent roll numbers between years – 15 pupils to leave the School at the end of the Summer Term / 13 joining Foundation Stage Two in September 2022;
- No LAC pupils;
- Attendance currently at 91.03%.

The Head Teacher suggested that the School consider the inclusion of Attendance and Punctuality on the School Improvement Plan going forward. **Governors recognised that Attendance was a National target but raised concerns that there may be continued impacts from Covid-19 in the next School year.**

**A brief discussion on the reasons for attendance issues took place and Governors queried what the School had in its toolkit to manage.** The Head Teacher highlighted instances of pupils leaving early that did not affect attendance as the register had already been taken.

**Governors queried whether the register could be taken later on in the day and/or pupils could be marked as absent once the register had been closed.** The Head Teacher agreed to contact the Local Authority for clarity and guidance on this matter.

YR

### Post Meeting Note:

*The Local Authority advised that:*

*'Schools could take the afternoon attendance register at any point during the afternoon session. Some Schools chose to take the register at the start of the session to ensure that pupils had returned from the lunch break whilst others chose to take it at the end of the session to ensure the Children stayed for the whole day. Whenever the register is taken at the start of the session it recommended that the register be left open for 30 minutes.'*

- No exclusions;
- No prejudicial incidents;
- One bullying incident – confirmed as closed with detail of the evaluation included in the report;
- One repeat safeguarding incident;
- The Head Teacher and Mrs Cowlam had completed the Nottinghamshire Child Protection and Confidential Self-Audit.

The Head Teacher advised that the School had been contacted by CPOMs regarding a level of reporting which was benchmarking as low. Governors noted that this was usual procedure and should not be of concern as long as the School was assured that it had picked up all cases.

- Teaching absence had been adversely affected by Covid-19 and one case of recurring illness.

**Governors noted the current complement of teachers highlighting that the WTE for KS2 had increased (from 0.7 + 0.3 to 0.8 + 0.4) for maternity cover, querying whether the award of temporary contracts with hours in excess of**

**the permanent posts was allowable (or whether the cover should be like for like).**

Governors were content that the correct amount of concern and challenge had been raised at the Finance, Premises and Personnel Committee meeting when the need for 1.2 WTE cover had been agreed.

Governors requested that the Head Teacher confirm the position to avoid any ambiguity going forward.

YR

**Post Meeting Note:**

*The Head Teacher confirmed that, provided the change had Governor approval, an increase in the established role was permitted.*

- Attainment and Progress had been adversely affected due to Covid-19 absences, with three pupils off track.

The Governing Body RECEIVED and NOTED the Head Teacher's Report.

FGB/27/22

**Admissions**

This matter had been discussed at the previous meeting.

The Head Teacher and Dr O'Horan confirmed that they had thoroughly discussed the Admissions Policy following the loss of three appeals (which had incurred financial costs to the School).

**Governors were keen to understand the criteria applied for admissions and sought assurance that due process was being applied – having concerns about oversubscription criteria and physical teaching space.**

The Head Teacher advised that the decisions appeared to be correct and that the School had submitted supporting paperwork for each appeal as required.

Mrs Taylor highlighted that the Local Authority reviewed admissions criteria on an annual basis – as referenced in both Governor newsletters (See FBG33/22 below) – and she advised that there were differences between the start of School year / Foundation intake and admissions to Schools mid-year.

It was agreed that the School's policy should be reviewed in the Autumn term – by the Strategic Development and Pupil's Committee.

SDP  
Agenda

The Governing Body RECEIVED and NOTED the update on Admissions.

FGB/28/22

**Academisation**

The Governors discussed the requirements of the White Paper 'Opportunity for All' which included an expectation that all Schools would be members of a group of Academies or a 'MAT' (Multi-Academy Trust) by 2030.

Governors noted that the Head Teacher and Chair had attended a briefing on this matter on 7 June 2022 which had advised on a clear message for the School to commence planning. The Head Teacher had also joined a DFE webinar which had echoed this requirement.

**Governors highlighted that they had little knowledge in this area and agreed that the School needed to obtain as much information as possible, to enable it to be informed and prepared.** It was agreed that, in the fullness of time, relevant MATs should be invited to visit the School and provide a presentation on their offers.

The Chair and Head Teacher were to join a Diocese meeting on 27 July 2022 to ascertain its views. The Diocese had already clarified that it would not support the joining of a non-Church MAT and Governors noted that this left a possibility of five available organisations. All resulting information would be shared with the Governing Body.

**Post Meeting Note:**

*The Chair posted information from the meeting with the Diocese on GovernorHub on 27 June 2022.*

**Whilst clear that the debate for the School would be on how to manage the process for academisation (rather than to debate the pros and cons) and take control of the School's future, Governors aired their thoughts on the requirement. Governors brought initial healthy scepticism by:**

- Raising concerns of a loss of support from the Local Authority;
- Noting the benefits generally associated with collaborative working and shared resources, but querying whether this had to be via academisation;
- Noting that the benefits generally associated with academisation may be harder to realise for a small School;
- Raising concerns that this was a compulsory move, rather than a direction of travel that the School might otherwise take;
- Acknowledging that the interests of the Government, the Local Authority, the Church, the Diocese and private organisations which ran the MATs may not align to those of the School;
- Raising concerns that the School's community focus could be weakened;
- Raising concerns that autonomy for control and decision making might be lost;
- Raising concerns that the MAT approach felt like a business.
- Highlighting that a decision would need to be taken as to whether the School needed to 'get ahead' or 'take time' over any movement;
- Highlighting that the School would be attractive to MATs;
- Acknowledging that the current cohort of Governors might be the last to serve under the current structure;
- Noting that there was a repository of information on Governorhub.

The Governing Body RECEIVED and NOTED the update and discussions on Academisation.

**FGB/29/22      Update on Appraisal Process and Wellbeing for Head Teacher and Staff**

**Appraisal**

Mrs Cowlam and Mr O'Horan confirmed that they had undertaken (with assistance from an External Assessor) a single, mid-term Head Teacher Appraisal in April 2022.

The Governors were pleased to report no deficiencies, but that the attainment percentages had been adversely affected by the School's size (one child = 8% change).

Good progress had been made coming out of Covid-19, with the vast majority of aims on their recovery trajectory.

Work would continue with the with external assessor and the primary review / goal setting for the Head Teacher would be undertaken as planned in the Autumn term.

### Wellbeing

The Governing Body APPROVED that Dr O'Horan fulfil the role of Link Governor for Wellbeing.

Mr O'Horan's experience of Occupational Health would assist him in this role. Dr O'Horan confirmed that the recommendations of the External Assessor had been adopted and that he had, and would continue, to have regular meetings with the Head Teacher to discuss both her, and the wider staff's Wellbeing.

Miss Houghton advised that the Wellbeing of staff was generally good – accepting the 'normal' stresses and strains that were felt from time to time as part of the job. She reported that the reflections of the Student Teacher was that the School was 'calm'.

The Governing Body RECEIVED and NOTED the updates on the appraisal process and staff wellbeing.

## **FGB/30/22 Information from the Corporate Director for Consideration and Action**

### Promoting the Education of Children with a Social Worker

The Clerk highlighted the release of new (September 2021) non-statutory guidance relating to the promotion of education for who had, or had previously had, a social worker. The guidance mirrored the role of the Designated Safeguarding Leads (DSL) as outlined in Keeping Children Safe in Education, 2021.

Relevant questions, arising from the guidance, for Governors to consider included:

1. Did leaders know which children in School had or had previously had a social worker?
2. What was the attendance, exclusion rate, academic progress and attainment for this cohort?
3. How was the School maintaining a culture of high aspirations for this cohort?
4. What provision was in place to support teaching staff to enable additional academic support or make reasonable adjustments to help the cohort reach their potential?
5. How effective was the School's use of the Pupil Premium, Recovery Premium and School Led Tutoring funding in accelerating the progress of these cohorts of children?

Governors noted that a fact sheet and a short ten minute presentation on their responsibilities in relation to Looked after Children, was available on GovernorHub.

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

**FGB/31/22    General Data Protection Regulations – Update Including DPO / Information Governance Link Governor**

Miss Houghton provided an update advising that:

- There had been no data requests;
- There had been a small number of data breaches (documents left on photocopier);
- CCTV signage had been purchased;
- Reminders had been circulated to staff on data protection requirements.

The Governing Body NOTED the update on General Data Protection Regulations.

**FGB/32/22    Report from the Designated LAC Teacher**

The Head Teacher confirmed that there were no LAC's at the School – as reported in the Head Teachers Report at FGB/26/22.

The Governing Body NOTED the information on LAC.

**FGB/33/22    Communication**

From Chair

There were no further items of communication from the Chair.

From Head Teacher

There were no further items of communication from the Head Teacher.

Clerk

The Clerk highlighted the following items from the first Autumn term edition of the Governor Newsletter (April 2022) – advising where links to more detailed information were available:

- A reminder of that admission authorities must determine admission arrangements every year, and the consultation process for any changes;
- Updated information and webinars on safeguarding;
- Updated Nottinghamshire County Council guidance on school closure procedures;
- The availability of useful summaries of the White Paper 'Opportunity for All' (referenced by the Head Teacher in her communications above);
- The Green Paper on the 'Special Educational Needs (SEN) Service in Mainstream Settings';
- Managing effective meetings including guidance on maximum duration and the use of 'any other business';
- The availability of workshop session recordings from the Annual Governor Conference;
- Ten top tips to recruit new governors;
- Information on Governor learning and development.

The Clerk highlighted the following items from the second Autumn term edition of the Governor Newsletter (June 2022) - advising where links to more detailed information were available:

- Cost of School uniforms;
- In Year applications;
- Exit Interviews for Staff;
- Updated KCSiE effective from 1 September 2022;
- Summer holiday activities programme;
- Sharing good practice – Hotspot Mapping.

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

**FGB/34/22 Approval of In-Service Training Days (Five) for 2022-2023**

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.

This was supported by the Governors, but with caution that the dates should be confirmed prior to the next Full Governing Body meeting.

The Head Teacher would provide the schedule of proposed dates to Governors between meetings for approval.

**YR**

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

**FGB/35/22 Review of Delegation and Organisation of Committee Meetings**

Agree Structure and Membership of Committee Meetings

The Governing Body unanimously AGREED to continue with the current structure and membership of Committee Meetings.

Approval of Scheme of Delegation for 2022/2023

An updated Scheme of Delegation had been provided which highlighted changes from the previous version. The Head Teacher confirmed that this would be used to ensure that all items were allocated for approval as appropriate.

The Governing Body NOTED that the completed Scheme of Delegation would be provided to the next meeting of the Full Governing Body for approval.

**Autumn  
Agenda**

Annual Planner 2022/2023

An updated Annual Planner had been provided. The Head Teacher confirmed that this would be used to ensure that all items were considered by a Committee and/or by the Full Governing Body as appropriate.

The Governing Body NOTED the Annual Planner for 2022/2023.

Policy Checklist 2022/23 – Statutory Policies for Schools

An updated Policy Checklist had been provided. The Head Teacher advised that this would be used to ensure that all items were considered by a Committee and/or by the Full Governing Body as appropriate.

The Governing Body NOTED the Policy Checklist for 2022/2023.

Review of, and Appointment to, Link Governor Roles

The Head Teacher confirmed that the Link Governor roles had been agreed at a previous meeting, as follows:

Safeguarding	Mrs Cowlam
SEND	Mrs Craib
Health and Safety	Mrs Hughes
Head Teacher Support and Wellbeing	Mr O’Horan

The Governing Body NOTED that the Link Governor roles would be provided to the next meeting for approval.

**FGB/36/22 Report from Training Co-ordinator of Impact of Training Undertaken and a Review of Governor Training Requirements (Including safeguarding)**

Approval of Training Co-ordinator

The Governing Body CONFIRMED Mrs Cowlam as the Training Coordinator.

Mrs Cowlam advised that a list of courses - ‘Training at a Glance’ - was available, and she agreed to add this information to GovernorHub. JC

Mrs Green advised that she had commenced her Governor induction training with the Diocese (2 part).

Mrs Cowlam would support Mrs Craib to access her induction.

Governors were reminded to record all training completed on GovernorHub.

The Governing Body RECEIVED and NOTED the update on Training matters.

**FGB/37/22 Review of Governor Monitoring Visit Reports – Key Actions for Governing Body**

Mrs Green advised that she had attended Reflective Worship’.

Governor Monitoring Week

The Head Teacher had circulated the programme of visits for Governors’ Monitoring Week – which had commenced on Monday 20 June 2022. Visits had been undertaken as planned, and would continue to the end of the week.

The Head Teacher confirmed that there was a standard document for completion which would record the detail of Governor visits and their comments arising.

Dr O’Horan highlighted the importance of the completion of the forms for each monitoring visit, and the link to their use in supporting the Head Teacher’s appraisal (see FGB/29/22 above).

**All Govs**

Governor Monitoring Handbook

The Chair advised that the Governor Monitoring Handbook required updating, referencing in particular the need for robust governance on finances, including expenditure (referenced at FGB/25/22 above).

The Chair was to work through the Handbook to ensure that all areas for delegation were adequately covered. A session would be arranged to obtain Governor input to this exercise. This would be provided to the next Full Governing Body meeting for approval.

**TL / All Govs / Autumn Agenda**

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

**FGB/38/22 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 (relevant sentences are captured in bold throughout the minutes):

- It was evident that all had prepared for the meeting by reading the papers;
- There had been a high level of engagement throughout the meeting;
- There had been a high level of challenge and queries to enable understanding of agenda items – in particular on items within the Head Teacher’s Report (including attendance and the staff complement), on admissions and on academisation;
- The Governing Body had received, noted, and approved items as required.

**FGB/39/22 Confirmation of Dates for 2022/23**

The Governing Body AGREED the future meeting dates for the Full Governing Body as follows:

- Autumn term - Tuesday 1 November 2022
- Spring term - Tuesday 14 March 2023
- Summer term - Tuesday 20 June 2023

**FGB40/22 Any Other Business**

Mrs Taylor highlighted forthcoming changes to the direct funding of Schools for Governors to note.

It was agreed that this be added to the agenda of the Autumn Finance, Premises and Personnel Committee meeting.

**FPP Agenda**

The Chair advised that a meeting had been arranged for Thursday 23 June 2022 to discuss the School Improvement Plan and priorities. This meeting would provide an opportunity for challenge and questions, and for Governors to support the Head Teacher - and all Governors were invited.

Mrs Craib and Mrs Green provided their prior apologies for the meeting on 23 June 2022 due to prior commitments.

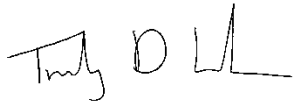
The Governing Body NOTED the items of Any Other Business.

**FGB/41/22 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 8.26pm.



Signed ..... (Chair) Date 3.3.2023 .....

School Display