

FINAL MEETING MINUTES

School: St Peter's CofE VA Primary, Gringley on the Hill
Meeting title: Spring term meeting of the governing body
Date and time: Wednesday 9 March 2022 at 6:00pm
Location: Blended meeting – in school and via Zoom

Membership

'A' denotes absence

Mrs Joanne Cowlam
Ms Marjorie Craib
Miss Bettina Houghton
A Mrs Rosie Hughes
Mr Timothy Larden (chair)
Dr Patrick O'Horan
Mrs Yvonne Reeson (headteacher)
Mrs Melissa Sherwin-Gill (Via Zoom)
Mrs Tracey Taylor (vice-chair)
Mrs Carla Wragg

In attendance

Mrs P Colclough (clerk to the governors) (Via Zoom)
Ms Jeanette Reay (observing) (Via Zoom – joined at 6.30 pm)

ACTION

FGB/1/2022 **Apologies for absence**

Apologies for absence had been received from Mrs Hughes. It was **resolved** that the governing body consent to this absence.

FGB/2/2022 **Declaration of interest**

There were no declarations, either direct or indirect, for items of business on the agenda.

FGB/3/2022 **Review of membership**

The clerk drew attention to the follow vacancies:

1 Ex-officio and 1 Foundation governor vacancy. In addition, the term of office for Mrs Hughes ends on the 3rd July, 2022, and for Mrs Sherwin-Gill on the 12th June, 2022.

The HT informed governors that Mrs Hughes would not be seeking re-election, which would leave a further Foundation Governor (Diocesan Board of Education appointed) vacancy. The chair had already started to make enquiries regarding suitable candidates to fill the vacancies and said that recruitment was a priority. He agreed to check on the appointment process with the diocese.

Chair

Mrs Sherwin-Gill was an LA governor and the re-appointment process was explained by the clerk, who informed Mrs Gill that she would receive a letter with a form to complete from the LA asking if she wished to be re-appointed.

MSG

FGB/4/2022 **Approval of minutes of autumn term meeting**

ACTION

The minutes of the autumn term meeting of the full governing body, held on the 17th November, 2021, having been previously circulated, and subject to the following correction, were **confirmed**.

As a result of school closures due to Covid-19, the governor meeting was held virtually and therefore, as agreed, these minutes will have the chair's e-signature placed on them.

Clerk

Item FGB/26/2021 to read ' It was agreed that the pay committee role is to consider pay and appraisal recommendations which the HT makes for staff and that there is a proper appraisal process in place'.

Matters arising:

GB/38/21 - The HT confirmed that all governors had signed their Code of Conduct and Declarations and that the originals were kept in the office.

GB/43/21 – Governors did not feel that the minutes captured the discussions they had around admissions and said that this needed to be clarified. They felt it had been agreed that unless there were very strong grounds to turn someone away they would be accepted if they lived in the village. In the past, if children had been turned away and they had appealed, the LA had upheld the appeal and the children had joined the school. Each appeal cost the school £200. The governors felt that the arguments against children joining should be explicit, fair and open to scrutiny. They also needed to understand what the Appeals Board position was in relation to other schools in the area.

HT
Clerk for Agenda

It was agreed that the Admissions Policy would be reviewed by the HT and brought to the next governing body meeting for approval. It was noted that any changes would take effect in 2024/25.

GB/53/21 – The HT confirmed that the Annual Safeguarding Audit had been completed and submitted on time.

The chair thanked the clerking team for completing the Minutes of the last meeting.

FGB/5/2022

Receipt of minutes and approval of policies from committees and working parties

- Review of actions

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.

TL

- Approval of NCC Pay Policy – this had been held up by union negotiations and was still to be completed.
- Approval of Finance Policy – this had been approved in the autumn FPP meeting

FGB/6/2022

Summary of Headteacher's report and governors' questions and challenge

The HT report had been available on GovernorHub, and the HT went through the key elements of her report.

Pupil numbers remained healthy, largely because of the heavy numbers in KS2, but otherwise around PAN.

Although there were no LAC children, the HT had done the training for the Statutory Role of the Designated teacher for LAC.

Attendance had improved from the 25% of the school previously off with Covid. **Mrs Taylor questioned** whether parents were using Covid as an excuse to keep children off school. The HT said that she felt this had been a problem last summer, but not now. Dr O'Horan informed governors that Government guidance had now devolved the decision on the safety of an organisation to personal responsibility. The HT said that there were no plans to change the school policy from 10 days absence. She confirmed that the school was still able to record a Covid code on the register.

Punctuality was at 5% with two children persistently late due to family disorganisation to whom the school had offered help, with some improvement. Two other families continue to be late on a regular basis.

There had been no exclusions, no prejudicial incidents and no bullying reported.

The **SEND data** was presented, with the purple sections showing accelerated progress and the green sections were as expected. The results were the same as for non-SEND, with one child with speech and language difficulties showing in pale green. The HT said that they were fantastic results.

The HT asked if there were any questions on the Safeguarding section. There had been one serious incident but extra fencing was being put in next to the gate to prevent a recurrence.

A governor **questioned** whether this would be included in the schedule of proposed expenditure which the HT was preparing and was told that it was.

Staffing had been consistent other than a temporary part-time TA in class 2. The HT had had a lot of absence due to family commitments. A maternity cover teacher had been appointed and Becca would go on Maternity leave from easter for one year.

Pupil Premium data – the HT said that this plainly showed that the children who had not been in school had not made the amount of progress they should have done, with one child highlighted with special circumstances. The HT said that the figures were only a one term picture.

Mrs Taylor said that as Free School Meal provision had ceased at February half-term were the school aware of families who were likely to struggle. The HT thought that there would be. Mrs Taylor further questioned whether the school needed to make families aware and to manage expectations. The HT responded that she does take every opportunity to help families and gave an example of where she had offered to buy school uniform using Pupil Premium funds. There was also the possibility that Pupil Premium funds could be used for breakfast and after school club as it would be targeting the money where it was needed. Mrs Sherwin-Gill said that the Food Hub could be set up again if it was felt to be needed.

Teaching & Learning – In KS2 the number of children making expected progress was pretty strong. The children not making progress were the ones with poor attendance. The Chair commented that there were more children making

accelerated than causing concern. The HT said that this was especially true of the Years 5 and 6, which was a national pattern, and the Year 1 cohort, irrespective of the data are a very strong group of children.

Premises – The HT reported that there had been a lot of minor premises issues. The shed had been stolen and the gates were not working because the electricity supply had broken. The Hall was looking tidier and would be even tidier when the cupboards were finished. Small jobs were getting done. The chair had asked the HT for a list of items the school needed and she is preparing it.

HT

FGB/7/2022 **Admission Arrangements**

This had already been discussed under any other business, with an action for the next meeting.

FGB/8/2022 **Approval of**

- **School budget**
The Office Manager has not met with Aaron from the LA Finance team yet.
- **Scheme of Delegation for 2021/2022** – this had been approved at the last meeting
- **Schools Financial Value Standard (SFVS) for 2021-2022** – the audit had been examined by the FPP on the 7th March and two changes had been proposed, following which it will be submitted on time.
- **Year-end re-forecast** – Finance documents had been available on GovernorHub and the chair brought some updated information. The budget had forecast a surplus of £19,771.88 and a further £49,174 which had brought forward from the previous year, with a plan on how to spend this. The year-end reforecast was showing a surplus of around £60,000. The chair said that the £19,000 would go down slightly as there was already some commitments in this year but the financial position is a fortunate one. He informed governors that financial decisions should be linked to the school plan which had slipped over the last two years, partly due to Covid. He intended that there would be a robust plan for the coming financial year to support the SIP and had asked the HT to draw together a list of proposed expenditure. It was also necessary to justify the surplus and to ensure that public funds were invested well. He had fewer concerns about the budget for the coming financial year due to healthy school numbers and the cost base had not changed much. Energy costs had been discussed with the office manager and the chair was assured that she made every attempt to keep costs as low as possible. As energy costs were approximately 1% of the school budget currently any increase would not have a significant difference.

Mrs Taylor said that it needed to be agreed how to get to the point of sign-off by 31st March this year? The Office manager was due back in school on Monday and it was agreed that the chair would meet with the office manager on the 14th March to plan how this would be achieved.

Chair

Mrs Taylor questioned whether the school had been in receipt of sparsity funding previously? She was aware that the funding would be lower for the coming year. The HT was unsure but agreed to check this out. She added that the income for increased pupil numbers had not been passed on to the school but had been capped over the past years and the school was now only just benefitting from the increased numbers.

HT

- **Services for schools** – this had been discussed at the October meeting where it had been decided to carry the contracts forward without making any changes. The HT informed governors that the Governor training package was not bought and that training would be paid for when needed.

FGB/9/2022 **Update on appraisal process for Headteacher and staff including an update on the wellbeing of the headteacher and staff.**

The HT and Miss Houghton left the meeting whilst this item was discussed.

Item reported in the confidential minutes.

The HT and Miss Houghton were called back into the meeting.

Mrs Sherwin-Gill left the meeting at 7.37 pm

FGB/10/2022 **Confirm arrangements to review Child Protection and Safeguarding recording and reporting systems**

Mrs Cowlam, as safeguarding lead, had carried out the Annual Audit. She had reviewed procedures and the Single Central Record and was satisfied that all measures were in place. The CPOMS system was being used appropriately.

FGB/11/2022 **Information from the Corporate Director for consideration and action**

The clerk drew attention to the following reports from the Corporation Director, each of which had a list of questions for governors to consider.

- Understanding Behaviour in Schools – this was passed to the SEND governor for consideration.
- Nottinghamshire County Council 10-year Vision – this vision had been developed following a consultation. It highlighted four main areas as a focus of activities:
 - Improving health & well-being for all communities
 - Growing the economy and improving living standards
 - Reducing the County's impact on the environment
 - Helping everyone to access the best of Nottinghamshire.
 Schools were asked to have these in mind when developing their policies.
- Child Protection and Confidential File Audit – The HT confirmed that although this was not mandatory she had plans for it to be done.

FGB/12/2022 **Communication**

- From chair – nothing to bring to the meeting
- From headteacher – nothing to bring to the meeting
- From clerk - Governor Newsletter

The chair asked that governors read the newsletter as it contained some useful information. The clerk advised that the two newsletters had all the usual updates and also that the newsletters were now to be divided into 'Actions for Governors' and 'Information and Updates' following the recent consultation.

FGB/13/2022 **Report from training co-ordinator including review of governor training requirements for 2022**

Mrs Cowlam said that the diocese training for governors as a team in January had been a good session and that it had been good to meet others. She had circulated training guidance and recordings of the Head and Chairs briefings. The Chair and the HT had had some insurance training.

Ms Craib was asked if she had managed to do her induction training. She said that she had been struggling with this as it was during the day and when she is teaching. Mrs Cowlam was to send out further links to Ms Craib to see if any were more suitable. The clerk mentioned that the NGA had on-line governor induction training if the school had access to these resources, which Mrs Cowlam said she would explore. Safeguarding also done online.

JC&MC**JC**

FGB/14/2022 General Data Protection Regulations

- Review and confirm the appointment of the Data Protection Officer (DPO) and Senior Information and Risk Owner (SIRO)

Miss Houghton was DPO and the HT was SIRO

- Report from the DPO and Information Governance Governor

There had been no requests for data. There had been a few data breaches following disruption to the printers after a car had gone into an electrical box in the village. Information had come out of the printer instead of being queued and had been picked up by other staff. However, all the staff had followed the procedures and the information was contained within school staff,

FGB/15/2022 Governor monitoring visits

Dr O'Horan and the Chair had had a conversation regarding a dedicated link governor with the HT. This was to alleviate the pressure on the chair as there is so much data and information to go through. Dr O'Horan had volunteered to be the link with HT and had a meeting with her, taking actions where the chair's decision was not needed and doing a precis for Tim to be able to make more informed decisions. The chair said that it was a matter of judgement whether the chair should be involved and stressed that there would never be decisions taken which should come to the governing body.

In addition, during the HT appraisal the external appraiser had suggested looking at a more permanent governor link with subject leads and more regular visits, feeding back to the governing body. The HT felt that this would align to Ofsted requirements, for example creative subjects, humanities, maths and English.

Previously, governor monitoring weeks had been introduced as a focus for governors, in addition to their planned visits. This had slipped due to Covid. Mrs Taylor said that governors previously had a booklet to aid them in their role for visits which included the code of conduct. The HT agreed to find the information and review how it used to be done. All governors had expressed views that felt disconnected during Covid and it had not been possible to have very much interaction and to have the degree of understanding they would like. The information would be shared and then would be brought back to the summer term meeting to decide a way forward. The HT suggested week commencing 20th June for governor monitoring week.

FGB/16/2022 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

Governors had questioned and challenged on the HT report

Governors had challenged on the governing body processes
Governors were observing the SATs monitoring
Governors were undertaking training
The role of the link governor was to be strengthened
Expenditure was to be linked more closely with SIP priorities

FGB/17/2022 Any Other Business

The senior teacher asked for volunteers to help with the SATs monitoring on either the 11th or 12 May. The Chair and Mrs Cowlam agreed to do this.

Chair&JC

Mrs Taylor mentioned the NAGS conference if any governors were interested in attending.

Mrs Taylor mentioned the Small schools' consultation to help viability for small schools. The HT had already completed this.

Academisation – the Diocese had a policy of engaging with its schools annually to gain their views on academisation. The Chair felt that it seemed right to revisit this as MATs seemed to be higher on the Agenda nationally. The previous view of governors had been that there was no wish for this. It was agreed to add this to the next Agenda and start a file in GovernorHub to gather information.

**Clerk
ALL**

FGB/18/2022 Confirmation of dates for 2022-2023

Summer term 2022 – Tuesday, 14th June, 2022, at 6 pm

The clerks to propose some dates for the next academic year.

Clerk

Autumn term 2022 – to be agreed
Spring term 2023 – to be agreed
Summer term 2023 – to be agreed

FGB/19/2022 Determination of confidentiality of business

It was **deemed** that all papers and reports be made available as necessary, with the exception of item FGB/9/2022.

The meeting closed at 8.15 p.m.



3.3.2023

Signed (Chair) Date