

School: St Peter’s C of E VA Primary, Gringley-on-the-Hill
Meeting title: Autumn term meeting of the governing body
Date and time: Wednesday 17 November 2021 at 6.00pm
Location: Hybrid meeting - face to face and virtual

Membership
 ‘A’ denotes absence

Mrs Joanne Cowlam
 Ms Marjorie Craib
 Miss Bettina Houghton
 Mrs Rosie Hughes
 Mr Timothy Larden (chair)
 Dr Patrick O’Horan
 Mrs Yvonne Reeson (headteacher)
 Mrs Melissa Sherwin-Gill – access remotely
 Mrs Tracey Taylor (vice-chair)
 Mrs Carla Wragg – accessed remotely

In attendance Claire Turner (clerk to the governors)

GB/37/21 Apologies for absence Action

There were no apologies for absence.

GB/38/21 Declaration of interest

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

Review and sign Register of Business Interest/Declaration of Eligibility

RP1 and RP2 (Register of interests forms). Any business interest or relevant relationships should be declared and published on the school website. It is also a statutory requirement that governor membership details are kept up to date by the school on the DFE website “Get Information About Schools” (GIAS).

Governors CONFIRMED they would complete and sign the Register of Business Interest/Declaration of Eligibility forms and return to the school.

Review and sign Governor Code of Conduct

The revised Model Code of conducts need to be personalised to the school and signed by each of the governors or a confirmation of agreement can be set up on Governorhub. The agreed code of conduct made available to governors on GovernorHub.

Head teacher to print and circulate to all governors to complete, sign and collate returns in school

All Governors to sign and the code of Conduct to be uploaded to Governorhub

GB/39/21 Review of membership

The clerk highlighted the following vacancies on the governing body:

1x Ex-Officio - the position of Priest has not yet been advertised

1x Foundation Governor vacancy Diocesan Board of Education Appointed

The clerk brought to the attention of governors the following end of term of office:

- Mrs R Hughes Foundation Diocesan Board of Education Appointed - term of office ends 03/07/2022
- Mrs M Sherwin-Gill LA Governor - term of office ends 12/06/2022

Diocese to action and re appoint

LA will contact Governor needs to respond

The term of office ends in Autumn term 2022 for TT, JC, CW

Discussion took place regarding the number of school staff on the governing body - staff in any role on the board, including the head teacher. This should not exceed 33.3% of total membership.

GB/40/21 Determination of term of office for chair and vice-chair

Period of term of office for chair agreed at 2 years

GB/41/21 Election of chair

Mr T Larden was proposed as Chair for a further term of office. Mr Larden left the meeting so that a vote could be held.

A vote was held, and it was RESOLVED that Mr Larden be appointed to the position of chair with immediate effect, for a period of 2 years. Mr Larden returned to the meeting and was informed of the decision.

GB/42/21 Election of vice-chair

Election not required as Mrs T Taylor was elected Vice Chair in Autumn 2020 for a 2-year period.

GB/43/21 Approval of minutes of summer term meeting and any additional special governing body meetings

The minutes of the summer term 2021 having been previously circulated and were confirmed by the chair. All agreed copies of minutes need to be signed by the chair of the FGB or committee chairs.

Ensure all sets of minutes are signed

Review of actions

Review of vacancies – update received and discussed
Year-end financial statement for 2020/21 - on the agenda
Cohorts – discussion re numbers of children in catchment and PAN - it was AGREED that a criteria needs to be in place.

Criteria required

Discussion re appeals it was confirmed that a clear policy needed
Appraisal process – on agenda
SEND Policies - to arrange
Training Co-ordinator – Mrs Craib induction update

Appeals Policy

SEND Policy

Confirm if
induction
completed

GB/44/21 Receipt of minutes and approval of policies from committees and working parties

Review of actions

The minutes of meetings held in spring and summer term had been uploaded on to Governorhub and were accessible for all in advance of the meeting. It had been agreed previously that the minutes for committee meetings would be considered for matters of accuracy and arising, at the next meeting of each respective committee.

There were no actions to bring to this meeting.

GB/45/21 Update on appraisal process committee membership

Discussion re membership took place. The chair and vice chair do not have to serve of the appraisal panel however, all members do need to have undertaken appraisal training and a quality assurance governor needs to be appointed.

Confirm external appraisal adviser for the Headteacher

It was confirmed that the external adviser would be Mr Adrian Gray.

Confirm/appoint appraisal governors

It was confirmed that The Chair, T Larden, Dr O’Horan and Mrs Cowlam were appointed as the appraisal governors.

Confirm Quality Assurance arrangements

It was confirmed that Mrs T Taylor would undertake the QA appraisal governor role.

GB/46/21 Pay Committee – Formation and Membership

it was agreed that the FPP committee role is to consider pay and appraisal recommendations.

GB/47/21 DBE Consultation Letter

An overview of the letter was given and requested consultation. Feed back was required by 1st Dec 2021. Governor RESOLVED they were happy with the proposals.

GB/48/21 Financial reportingSchools Financial Value Standard (SFVS) 2021/2022 –

The SFVS return for 2021/22 is a mandatory requirement and should be formally ratified by the Governors and signed by the Chair of Governors or the Chair of the sub-committee as per the scheme of delegation. It should be submitted to the NCC schools finance team by 31 March 2022.

The SFVS had been completed and was available for governors to scrutinise on GovernorHub.

An overview of the content with a summary of the funding was provided to governors This would be presented to FPP committee and submitted to Notts CC to meet the deadline date.

Year-end re-forecast

Autumn term is when schools are required to prepare and submit their half-year reforecast. This should be submitted to NCC finance by 30 November 2021.

It was confirmed that the year-end forecast has presented to the FPP. An update was given, and it was explained that a surplus figure of £49,000 was anticipated.

Governors' Year End Financial Statement for 2020/2021 (including the Committed Balances Return 2020/21) for information

This had been completed at previous meetings, as required.

GB/49/21 Summary of Headteacher's report and governors' questions and challenge

The Headteacher's report had been uploaded on to Governorhub in advance of the meeting for all to access and review. Mrs Reeson gave an overview of the content to key points and information. Governors were welcomed to feedback any thoughts, challenge, comments and/or questions. Items covered within the report included.

Pupil Numbers

It was reported that pupil numbers were healthy. .

Attendance and Punctuality

Discussion took place regarding attendance which was 88.5 % The context was explained the impact of Covid on attendance within the report. The governors discussed asked how this comparison to other schools and raised concerns that the school is statistically hit harder due to being a small school.

The number of children with SEND are low and there is a low level of need.

Safeguarding – the safeguarding audit has been completed and the school records any incidents and concerns on CPOMS.

Assessment data was reported - which has suffered due to Covid and missed education; however, interventions are in place to support children. The recovery is expected to take 2-3 years. Governors wishes to express their support of what the school was doing to support children.

A Governor CHALLENGED if the parents understand the impact of Covid on the children's education?

The head teacher responded that parents in the school do have an understanding and that this is their normal and our reality, remote learning still continues but staff are aware that is this stressful for children and parents and not all parents were able to help their children in the same way.

A governor CHALLENGED that the school needs to be mindful of taking children out of lesson.

A governor CHALLENGED that Covid Catch up money and where it was spent should be on the school website – Agreed that this would be actioned.

PP funding

50% spent on training, 25% on piano lessons and 25% on small group work, however, progress of PP children has been affected by Covid.

A governor asked what parents are like for formally registering for PP?

The head teacher confirmed parents were good at coming forward.

SIP

Summary of the progress towards addressing key priorities in the School Improvement Plan (against the termly milestones) and continuous Professional Development (CPD)/

The Chair welcomed that the SIP has very detailed objectives to improve data.

Update on appraisal process for headteacher and staff

GB/50/21

- Confirm External advisors
- Confirm/appoint appraisal governors
- Confirmation of the Quality Assurance arrangements

Confirmed in item GB/45/21

GB/51/21

Receive headteacher's annual report on whole school appraisal process and consider/ratify headteacher pay recommendations for all staff.

The governors confirmed they have reviewed the appraisal policy in line with recommended changes from HR Provider and effective appraisal arrangements are in place for all staff are in place with a timetable in place for termly review.

It was reported that this would affect only 1 member of staff

GB/52/21

Information from the Corporate Director for consideration and action

School Teachers Pay Award, School Pay Policy, Appraisal Policy, Safer Working (recruitment and selection) and other information

The clerk provided a summary of the content of the report and highlighted information in relation to:

- the Teacher's Pay Award
- Support Staff Pay award effective from 1 April 2021
- School Pay Policy, Toolkit and Guidance 2021
- updates to the School Appraisal Policy and Guidance 2021
- updates to Recruitment and Selection Safer Working Documents 2021
- Job Evaluation for Support Staff Posts
- update to School Disciplinary Procedure – Part 2
- updates to School Employee Code of Conduct and School Staff Induction policy
- future updates to other HR related policies, guidance documents and toolkits
- training opportunities
- Actions for governors

Actions for governors to take forward on report

Personal & Intimate Care and the Administration of Medicine Policies for Nottinghamshire Maintained Schools

The clerk provided a summary of the content of the report and drew governors' attention to the following:

- policy templates had been developed for both policy areas for schools to use and adopt
- risk assessments had been developed to support the implementation of both policies and ensure processes were robust and staff were fully supported
- the list of organisations, groups and individuals involved in the development of the guidance
- the aims of the guidance and the areas of advice and information covered
- actions for governors.

Actions for governors to take forward on report

Spotlight on Disadvantage

The clerk provided a summary of the content of the report and highlighted:

- findings from educational research conducted during the partial school closures and beyond
- the government response to the findings
- the particulars of the continuation of governments support for 2021-22
- changes to the Pupil Premium conditions of grant for 2021-2022
- background information and links to research papers
- actions for governors – questions governors will want to ask in meetings.

Questions for governors on report

GB/53/21

Safeguarding information for consideration and action:

- Assurance of statutory safeguarding arrangements in Nottinghamshire Schools, colleges, and independent providers
- Safeguarding Children in Education: self-audit tool 2021-22 plus supporting guidance

The SiE annual audit toolkit 2021/22 which was formed of 3 parts

- A letter to the headteacher and chair of governors from Cheryl Stollery (NCC – Safeguarding Children in Education Officer) which served as a reminder of the statutory requirement to complete and return the Nottinghamshire Safeguarding Children Board SiE Audit in electronic Action 8 format to: cheryl.stollery@nottscc.gov.uk no later than 20th December 2021
- Guidance for the completion of the SiE annual self-audit form 2021/22
- The SiE annual self-audit form (with evidence related questions) and the training information form. The safeguarding link governor confirmed that:
 - the whole school child protection policy had been updated in line with the changes to the KCSiE 2021 document

ACTION - Audit to be completed by Governors - deadline of 20th Dec 2021

Governors can also confirm they have read KCSiE part 1, part 2 and annex A as per the statutory requirements, by using Governor hub and can also signing and returning a hard copy of the appropriate documentation.

GB/54/21

Receive report from Data Protection Officer and Information Governance governor

No items reported

GB/54/21 Communication

From chair – correspondence from Diocese - previous agenda item
Governor training opportunities – agreed Chair would arrange.

From headteacher – none

From clerk - Governor Newsletter first autumn term *edition*

The clerk drew attention to the content of the first and second 2021 autumn term edition of the Nottinghamshire Governor e-newsletter and highlighted the following items of information and Actions for Governors:

- a welcome back and brief overview of content by Sarah Sayer (team manager – governor services);
- national updates and information including: NQT to ECT and funding
- guidance for Trust partnerships
- updated model Governor Code of Conduct policy (Sept 2021)
- updated model Complaint's policy (Sept 2021)
- appointment of LA governors
- formal school collaborations – what governors need to do
- schools and early education update: September 2021
- getting the best out of Governor Hub
- Governor Services review
- message from the chair of the Nottinghamshire Association of Governors (NAGs) – including information about the governor conference on Saturday, 26th March 2022 at Eastwood Hall; • safeguarding in education news articles
- journey to school improvement – LA support for maintained primary schools
- NottAlone website launch
- news from the NGA (national governance association);
- Active Notts - Notts Primary PE, Sport and Physical Activity Conference 2021
- Special Educational Needs and/or Disability (SEND) data profile; professional well-being of headteachers and staff
- Sharewear Schools Partnership Programme
- property update
- HR updates
- launch of the new package of support for Headteacher Appraisal school admissions information
- governor recruitment
- heads and chairs' briefing sessions 2021
- governor learning and development

GB/56/21 Report from training co-ordinator including review of governor training requirements for 2021/22

Report presented to the Governing body by the training governor

GB/57/21 Governor monitoring visits

Mrs Sherwin-Gill had carried out a monitoring visit of Early Years and the report is completed. It was noted that a new statutory EYFS was implemented in Sept 2021.

CB/59/21 Any Other Business

- scheme of delegation was confirmed as completed in Summer 2021.
- The Governor Health Checks was raised by the chair regarding training sessions and the chair requested that they are completed honestly and returned as soon as possible.

Governor Health Checks to be completed by all governors and returned

GB/58/21 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

- Robust questioning and challenge of senior leadership evidenced in the minutes of the meeting.
- A report was received from a monitoring visit made by a Governor.

GB/56/21 Confirmation of dates for 2022 – to be agreed at the meeting in conjunction with the clerk

The governing body agreed

- Spring term – Wednesday 9 March 2022 at 6:00pm
- Summer term 2022 TBC

GB/57/21 Determination of confidentiality of business

It was that no matters were considered confidential

resolved

that all papers and reports be made available as necessary.

Signed (chair) Date