

# MINUTES OF MEETING

**School:** Beardall Fields Primary and Nursery School  
**Meeting title:** Spring term meeting of the governing body  
**Date and time:** Wednesday 15 January 2025 at 4:15pm  
**Location:** At the School

**Membership**  
'A' denotes absence      A      Mr Phil Bailey (chair)  
Mr Richard Bateman  
Miss Katherine Collins (headteacher)  
Mr Derek Day  
Mr Stuart Drayton (associate member)  
Mrs Lorraine Fitzpatrick  
Mrs Suzanne Stoddart  
Mrs Gemma Wilkinson  
Mr Chris Stokell

**In attendance**      Mr Liam Russell (clerk to the governors)

## **GB/01/25      Apologies for absence      Action**

Mr Stokell was welcomed to his first meeting as a parent governor.

Apologies for absence were received from Mr Drayton, Mrs Wilkinson and Mr Bateman for a late arrival.

It was

**resolved**

that the governing body consent to these absences.

(Mr Bateman did not make it to the meeting.)

## **GB/02/25      Declaration of interest**

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

## **GB/03/25      Review of membership and terms of office ending in the next 12 months**

The clerk highlighted the following vacancies on the governing body:

- One staff governor
- One co-opted governor

The staff governor position will be considered in the Summer term.

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

- Mrs Wilkinson, parent governor, term ends 1 July 2025.

**HT  
chair**

Mr Bailey is to discuss her term of office with Mrs Wilkinson.

The chair noted that the staff governor vacancy was as a result of the sad passing of Mrs Lisa Mather. The chair provided the following statement to reflect upon Mrs Mather's dedication to the school.

*Lisa Mather was a beloved and dedicated school governor and teaching assistant who made a profound impact on the Beardall Fields Primary and Nursery School and the broader Hucknall community.*

*Lisa's unwavering commitment to education was evident through her many years of devoted service, where she touched the lives of students, staff, and parents alike. She played an instrumental role in many aspects of school life which reflect her passion for creating a supportive and nurturing environment for all.*

*Known for her kindness, compassion, and tireless dedication, Lisa leaves behind a legacy of community spirit that will continue to inspire those who knew her.*

#### **GB/04/25      Approval of minutes of autumn term meeting and any additional special governing body meetings**

The minutes of the autumn term meeting held on Wednesday, 18 September 2024 having been previously circulated were confirmed and signed by the chair.

*Review of actions*

GB/37/24 – Headteacher to check that school website and GIAS has up to date governor information. *This action is ongoing.* HT

GB/37/24 – All governors to confirm they have read KCSIE and the code of conduct. *Only Miss Collins and Mrs Stoddart have completed this online. Other governors are to see to this as a matter of urgency.* All

GB/50/24 – Headteacher to review staff GDPR training and ensure it is sufficient for RPA purposes. *This action is ongoing.* HT

GB/52/24 – Governors to complete online safeguarding training from the National College. *Headteacher to distribute link to National College training.* HT

Whole school safeguarding training is taking place on February 12<sup>th</sup>. It was confirmed that if safeguarding training has been completed at work, then governors should submit their certificates to school. Mr Bailey is to send in a certificate from his employer. chair

#### **GB/05/25      Receipt of minutes and approval of policies from committees and working parties**

The minutes are reviewed at the committee meetings and so were not required to be reviewed here.

The finance policy is to be approved at strategic committee meeting on 5<sup>th</sup> February.

*Mrs Wilkinson and Mr Drayton arrived at the meeting at 4:24pm, giving their apologies.*

**GB/06/25 Holding executive leaders to account***Summary of Headteacher's report*

Mr Drayton spoke to the headteacher's report, highlighting key areas and inviting question and challenge.

The diversity of the school is increasing. Several children with EAL have joined the school recently and are well supported in school.

There have been 76 incidents of physical violence recorded on CPOMS, however this is not reflective of what is actually happening in school. Rather, it is reflective of the language being used by staff. This is being addressed to ensure greater accuracy in reporting and that more serious incidents are highlighted appropriately. There is a similar situation with the terminology "children who refuse to co-operate" which again is reflective of language on CPOMS and not a reflection of what is happening in school. This will be adjusted for next term. The level of incidents is in any case reducing.

**SD**

There were 11 staff who have been absent for a total of 48 days, with one staff member off for 30 days. This is low compared to other schools and is testament to the level of dedication of staff.

A confidential staffing matter was discussed and has been minuted separately.

There is a new system being used called Insight, which is used for standards data. Data will be presented better in future as a result.

Pupil premium information is now on the website and available to all.

The head and deputy have personally delivered all of the visits to school for prospective visits from parents this time. There has been a good response when talking about character education and the additional benefits children receive.

It was commented that this element of the school has had a huge impact upon the children and is an attractive proposition for parents. It was suggested that some analysis of the conversion from walk-arounds to applications is made to assess the impact this had had.

There remain some leaks from pipes in the building which are causing some concern. This will be addressed in due course.

There is now a staff room recognition board – a place to add nice comments received from the wider school community. Governors were invited to add something to the board for staff to see.

*Review of policies*

The following policies were **approved**:

- Behaviour Policy
- Confidential Reporting and Whistleblowing Policy
- Complaints Policy
- E-Safety Policy

**GB/07/25      Overseeing Financial Performance - Financial reporting***Approval of**School budget*

The school budget reforecast was approved.

*Scheme of Delegation for 2024/2025*

This has previously been approved.

*SFVS*

The SFVS is in progress and will be returned to the LA by the end of March.

**HT****GB/08/25      Update on appraisal process for Headteacher and staff including an update on the wellbeing of the Headteacher and staff**

The appraisal for the headteacher had been completed in the Autumn term.

The external advisor is Bob Hattersley. Mr Bailey and Mrs Bent attended the appraisal.

A date is to be set for the mid-term review later this term.

Mrs Fitzpatrick is completing the governor training for quality assurance.

It was confirmed that staff appraisals have been completed.

**GB/09/25      Confirm arrangements to review Child Protection and Safeguarding recording and reporting systems (CP confidential file audit)**

Mrs Stoddart confirmed that she has completed this today.

**GB/10/25      Corporate Directors' reports***Headteacher Wellbeing Support Package*

The Headteacher Wellbeing Support Package by Nottinghamshire County Council aims to support the mental health and wellbeing of headteachers. Developed through a co-production approach involving various teams, it provides practical support and advice, ensuring headteachers can easily access necessary services and information.

The package includes links to support services and guidance documents for specific issues. It highlights two key support areas:

1. Critical Incident Support for schools facing sudden deaths within their community.
2. Ofsted Inspection Support for maintained schools, with multi-academy trust schools advised to seek support from their networks.

Governors play a crucial role in this initiative. They are encouraged to familiarize themselves with the toolkit and guide headteachers to the support available, especially during challenging times like Ofsted inspections or critical incidents.

Governing Bodies are responsible for ensuring measures are in place to support the wellbeing of all school staff, including headteachers. They should monitor the wellbeing of headteachers and seek specialist support when needed. The Education Improvement Service, Educational Psychology Service, Governor Services, HR Service, and Health and Safety Services are integral to this support framework, collectively working to enhance headteacher wellbeing across Nottinghamshire schools.

#### Action for governors

Governors should make themselves aware of the toolkit and signpost headteachers to the support when needed, particularly if a headteacher is struggling with their own mental health, in the case of an Ofsted school inspection or a critical incident.

It was confirmed that the headteacher had recently made use of the critical incident support package and had found it to be very useful.

#### *Small Schools Sustainability Strategy*

The Nottinghamshire Plan 2021 – 2031 aims to support communities and families, build skills for good jobs, and ensure adequate school places for children and young people. Small and rural primary schools are essential to this vision.

The plan values and supports small schools for their unique environments and community roles, with over 700 first-choice applications in 2024. The strategy recognizes the crucial role of school leaders and governors in planning for their schools' futures. It encourages proactive approaches to sustainability, considering challenges and opportunities, and suggests partnerships and academisation as options.

Schools are urged to work with Nottinghamshire County Council for guidance and support.

Developed with input from small school headteachers and consultations with Strategic Partnership Boards, the strategy aims to help small schools improve sustainability, secure leadership and governance, maintain financial stability, and provide high-quality education. The council is committed to working with all small schools and academy trusts on these issues.

#### Actions for governors

- Governors should ask informed questions about pupil numbers, SEND and finance to ensure that they are aware of the school's position
- Governors should consider the strength of their governing board, focusing on recruitment and retention to ensure that the governing board remains functional and able to support and challenge the leadership of the school
- Governors could also consider whether collaboration or federation with local schools might be appropriate.

The school is not a small school, but governors were aware of the issues.

**GB/11/25      Communication received and updates**

*From Clerk - Governor Newsletter first spring term edition*

The clerk spoke to the newsletter, highlighting articles of relevance including on the governor conference, HR and safeguarding. Governors were asked to read the newsletter, which is available on GovernorHub.

**GB/12/25      Report from training co-ordinator including review of governor training audit and training requirements for 2025/2026**

Mrs Wilkinson has kept a record of governor training and reported that the level of training this year has been low. Governors were encouraged to attend the conference in March.

Mrs Stoddart has completed a range of training courses and has notified Mrs Wilkinson for her records.

The National College has some governor training available, for which the headteacher is to distribute the link.

All governors are invited to attend the whole school safeguarding training on 12 February.

**GB/13/25      General Data Protection Regulations**

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

Mrs Stoddart has completed GDPR training. There have been no data breaches or subject access requests.

**Governor challenge: Have there been any FOI or Police requests?** No, there have not been any of these.

**GB/14/25      Review of all recent governor monitoring visit reports (Safeguarding, SEND, PP and link governors - linked to School Improvement Priorities)**

*Feedback of key points/areas of learning*

Mrs Stoddart has visited on safeguarding and maths and will upload visit reports to GovernorHub. SS

The chair is to distribute proposed link governor appointments in light of the appointment of new governors to all for consideration. Chair

Mrs Wilkinson and Mrs Fitzpatrick are to arrange a visit on pupil voice. GW, LF

**GB/15/25      Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account**

Governors have held school leaders to account in this meeting and committee meetings, and during visits to school, by asking challenging questions and examining evidence to triangulate what they are told about the school.

Governors have impacted on school improvement through actions and decisions on:

- Budgets
- Policies
- Appraisals
- Monitoring visits
- Staffing
- Driving the school forward
- Appraisals for support staff

**GB/16/25 Confirmation of dates for 2025-2026 to be agreed at the meeting in conjunction with the clerk**

The governing body

**agreed**

Summer term 2025 – Wednesday, 30 April 2025 at 4:15pm

Autumn term 2025 – Wednesday, 17 September 2025 at 4:15pm

Spring term 2026 – Wednesday, 14 January 2026 at 4:15pm

Summer term 2026 – Wednesday, 29 April 2026 at 4:15pm

It was also agreed to move the Strategic Development Committee from 2<sup>nd</sup> July 2025 to the 9<sup>th</sup> of July 2025.

The clerk and chair are to liaise over dates for committees in the next academic year.

**Chair  
clerk**

**GB/17/25 Determination of confidentiality of business**

Matters concerning staffing were considered confidential.

It was

**resolved**

that all other papers and reports be made available as necessary.

**The meeting closed at 5:10pm.**

Signed ..... (chair)

Date ..... 30/4/25

School Display