

MINUTES OF MEETING

School: Beardall Fields Primary and Nursery School
Meeting title: Summer term meeting of the governing body
Date and time: Wednesday 30th April 2025 at 4:15pm
Location: At the School

Membership
'A' denotes absence

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

In attendance Mrs Jenny Kirkwood (clerk to the governors)

GB/18/25 **Apologies for absence** **Action**

Mr Day and Mr Stokell were absent.

It was **resolved** that the governing body granted consent for these absences.

GB/19/25 **Declaration of interest**

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

GB/20/25 **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 clerk brought to the attention of governors the following end of term of office:

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

A notice regarding the Staff Governor vacancy has been circulated.

An election for the Parent Governor position is to be held, and notices will be sent to all parents accordingly. **HT**

The Headteacher confirmed that all necessary eligibility checks, including DBS and Section 128 checks, have been completed for the newly appointed governors.

GB/21/25 **Approval of minutes of spring term meeting and any additional special governing body meetings**

The minutes of the spring term meeting held on **Wednesday 15 January 2025** 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. *Miss Collins reported that this had been actioned.*

GB/50/24 – Headteacher to review staff GDPR training and ensure it is sufficient for RPA purposes. *Miss Collins informed the governing body that she and the office staff had completed GDPR training, and that all remaining staff are expected to finish their training by half term.*

GB/52/24 – Governors to complete online safeguarding training from the National College. *Governors confirmed that they had completed the online Safeguarding training and were reminded to send certificates to Mrs Wilkinson.*

All Govs

GB/07/25 - The SFVS is in progress and will be returned to the LA by the end of March. *Mr Bailey reported that this was **approved** at the Finance committee and was submitted on time.*

GB/14/25 - The chair is to distribute proposed link governor appointments in light of the appointment of new governors to all for consideration. *Mr Bailey confirmed that this was actioned, and all governors **agreed** to the proposed link roles.*

All other actions had been completed.

GB/22/25 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.

Polices to approve.

Governors **approved** the following policies:

- Annual Leave and Leave of Absence Policy 2025
- Charging and Remissions Policy 2025.

GB/23/25 Financial reporting

Schools Financial Value Standard (SFVS) 2024 -2025

Actioned in the spring meeting.

Approval of school budget

Actioned in spring meeting

Governors consistent financial reporting out-turn statement including the intended use of balances (BO2) return

Miss Collins reported that this would be completed by the end of May.

HT

Approval of services for schools/review of contracts

Actioned in spring meeting

GB/24/25 Holding executive leaders to account

Summary of Headteacher's report

Miss Collins presented the Headteacher's Report, highlighting key areas and inviting questions and challenge from governors.

Key Areas Covered:

- **Pupil Numbers**
Current pupil numbers were reviewed, with a noted increase attributed to recent school tours.
- **SEND Provision**
Provision continues to be reviewed and adjusted to meet student needs.
- **Attendance (September – April)**
Attendance currently stands at **95.9%**, which is above the national average of **94.8%**. Data has been submitted to the DfE. The school ranks 80th out of over 200 schools for attendance. The employment of an Attendance Officer has made a significant positive impact.
- **Behaviour**
Behaviour standards remain high, with no significant concerns reported.

(Mr Bateman joined the meeting at 4:35pm.)

- **Staffing**
Lizzie Smith has returned from maternity leave.
Staff absence figures are consistent with previous reports:
 - 12 teachers have taken a total of 38 days of absence
 - 7 teaching assistants have recorded a combined total of 11 days
 - Office staff: one day of absence from one staff member

Q: Are there any repeat absentees?

A: There are no major concerns. Teaching, TA, and office staff absences have been manageable, with internal cover ensuring continuity.

- **School Improvement Plan (SIP) Priorities**
SIP priorities were outlined in the report for governor reference.
- **School Improvement – Helen Atkins Visit**
A Good School Review was conducted by Helen Atkins. The report is available on GovernorHub. Pupils demonstrated excellent behaviour and engagement throughout the visit. Mr Drayton found the review insightful, noting that the areas for improvement were already recognised by school leadership team.

Q: Regarding the assessment priority, 'Establish assessment systems in those subjects where it is less well developed, enabling staff to establish an informed overview of progress and achievement,' is this focused on foundation?

A: Yes, it is.

- **Specialist Provision**
The provision has been renamed from 'Nurture' to 'Caterpillar', as the original terminology did not accurately reflect the needs of the children.

Q: Was Helen Atkins satisfied with the provision?

A: Yes, although she recommended a clearer rationale for how the provision is delivered.

- **Finance Update**

The expected carry forward into the new financial year is slightly above projections, at **£190,000**. However, the budget planner indicates a potential small deficit of **£11,000** in Year 2. This remains tentative until the outturn statement is received in May.

Q: Did the increase in pupil numbers result from prospective parents touring the full school?

A: Yes, definitely. Reception is already full for September. Visitors have responded positively to the school's ethos and its Character Education programme.

Q: Is there any indication of pupils with high-level needs joining the school?

A: Not at this stage.

- **Residential Trips**

The school continues to offer residential experiences, which many schools have reduced. These trips are seen as vital in helping children build independence.

GB/25/25 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.

It was confirmed that staff appraisals have been completed with mid-year reviews taking place by May half term.

GB/26/25 Corporate Directors' reports

**Education Improvement Service Updates and Ofsted – Report for information for school governors
Summer Term 2025**

Summary/Introduction

Nottinghamshire County Council's Annual Delivery Plan 2024/2025, set under the Nottinghamshire Plan 2021 – 2031, contains an ongoing commitment to ensure that schools and academies across Nottinghamshire have access to the necessary support and challenge required, to achieve and retain Good or Outstanding status.

The Education Improvement Service (EIS) has carefully considered its offer, focusing on developing and strengthening partnerships to ensure that funding and resources are utilised to support schools effectively. The aim is to empower schools to develop and sustain their capacity for continuous improvement, offering support and challenge to ensure that schools

- Are empowered to provide an effective education for all learners
- Provide the highest standards of teaching and learning
- Ultimately achieve the best possible outcomes for all.

As part of this commitment to partnership working, EIS encourages schools to strengthen collaborations and networks, accessing the high-quality support which is available through the service offer, teaching schools and English and Maths hubs so that all staff and pupils in Nottinghamshire schools' benefit. The core school improvement offer comprises three layers:

1. Universal Support – this is the offer to all LA maintained schools

2. Targeted Support – this offers more tailored support, addressing specific areas of improvement and with a focus on the school's unique challenges and needs
3. Enhanced Support – this provides intensive and comprehensive support to schools facing significant challenges. It may involve deeper intervention strategies and ongoing monitoring to drive improvement at a rapid pace.

As of September 2024, Ofsted has introduced significant changes to its inspection framework and judgment process. Ofsted no longer issues a single, overarching grade; instead, evaluations and judgments will be made across existing sub-categories.

Ungraded inspections (Section 8) are now centred on assessing whether a school has effectively maintained the standards identified in its previous inspection. The emphasis of ungraded inspections has shifted to determine if the school has taken effective action to uphold previously identified standards.

A new policy allows inspectors to suspend an inspection to enable a school to address safeguarding issues, provided these are the sole concerns and considering the school's broader context.

Schools receiving one or more 'requires improvement' judgements, without being placed in a formal category of concern, may now undergo monitoring.

Schools where any key judgement is rated as inadequate and/or safeguarding is deemed ineffective will be placed in a formal category of concern.

Action for governors

Governors should ask informed questions about school improvement with focus on specific areas of the School Improvement Plan and with an understanding of the support currently being provided by EIS.

Governors should ask questions which demonstrate their understanding of their role in holding leaders to account for the quality of education.

Governors should consider whether collaboration or networking with local schools might be appropriate.

Background information

The Education Improvement Service's offers are underpinned by Nottinghamshire County Council's Strengths Based Approach and seek to build on the strengths of Nottinghamshire schools, build even stronger relationships and provide continued high-quality education for children, young people, families and communities across Nottinghamshire.

Legal basis

Education and Inspections Act 2006, part 4
DfE Support and Intervention in Schools guidance
Ofsted handbooks and frameworks

Further advice and training

Nottinghamshire County Council runs a variety of networks which hold meetings on at least a termly basis and focus on various topics such as curriculum, subject leadership, DEIB, EAL, pupil premium and small schools. This network provides a collaborative space for school staff to come together and learn from one another, share and discuss best practice, and build positive relationships with colleagues.

Contact name/telephone number/email address

Denise Bryant
 Team Manager, Education Improvement Service
Denise.bryant@nottsc.gov.uk

GB/27/25 General Data Protection Regulations

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

GDPR Update

- Mrs Stoddart has completed her GDPR training.
- Miss Collins also completed GDPR training through the National College.
- A significant amount of training has been scheduled for June.
- Work is ongoing to reorganise both pupil and staff folders to ensure compliance.

Q: Are the folders securely stored?

A: Yes, access is restricted, and folders are stored in a locked filing cabinet.

- Miss Collins is the designated SIRO (Senior Information Risk Owner).
- Mr Drayton is the designated DPO (Data Protection Officer).

Information Requests and Data Handling:

- **Freedom of Information Request (FIR 1):**
Received from Secularism.org. The request was non-contentious, and no individual names were included.
Mrs Wilkinson advised caution when preparing these responses.
- **Subject Access Requests (SAR):**
None have been received.
- **Data Breaches:**
No breaches have been reported.

GB/28/25 Receive report from the Designated CLA (Children who are Looked After) teacher (presented at least once per year)

- The school currently has six Children Looked After on roll.
- One of these pupils is expected to leave in the summer term.
- The children are placed by Nottingham City, Leicester City, and Nottinghamshire County Council.
- All Personal Education Plans (PEPs) are in place and up to date.
- Miss Collins attends termly CLA review meetings for each child.
- Each CLA receives funding of **£700** per term, with a requirement to break down and account for how this funding is used to support individual progress.
- Designated Teacher training was completed last week.
- The school is actively involved in writing PEPs and ensuring they are tailored to the specific needs of each child.
- A review of the Behaviour Policy is underway, focusing on balancing sanctions with rewards, in response to the increasing complexity of needs among incoming pupils.

Q: Do you monitor Post-LAC children?

A: Yes, ongoing monitoring and support are provided.

- The school identified a need for additional staff training on trauma-informed practice, particularly to better support both CLA and post-CLA pupils.

GB/29/25

Communication**Staffing Update – Presented by the Chair** – See confidential items

Mrs Howarth will be retiring in August.

Staff and parent surveys have been distributed. Additional surveys will be sent out to gather more comprehensive feedback to inform the school's strategic planning.

From headteacher – See confidential items

From clerk - Governor Newsletter and actions for governing boards

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

GB/31/25

Approval of in-service training days (5) 2025-2026

Governors **approved** the following INSET days for the 2025-2026 academic year:

- 1st September 2025
- 2nd September 2025
- 13th February 2026
- 1st June 2026
- 27th July 2026

Q: Do you plan these INSET days in coordination with other Headteachers?

A: We are part of a group of four schools, and we do communicate when planning. However, it can be challenging, especially if schools are part of an academy chain, as the INSET days can be dictated by the academy's calendar.

GB/32/25

Review of planning document: delegation and organisation of committees:

- **Agree committee structure and membership of committees and committee Chairs, as per the scheme of delegation**

Governors **agreed** to continue with the existing membership and structure. The Chair highlighted the need to reduce the size of the Pay Committee to ensure impartiality in the event of an appeal, as currently all governors are members of the committee. Mr Bailey agreed to investigate this further and will circulate additional information to the governors via email.

PB

- **Approval of scheme of delegation 2025-2026**

Governors **approved** the scheme of delegation 2025-26.

- **Note annual planner 2025-2026 to support agenda setting**

Governors **approved** the annual planner 2025-26

- **Policy checklist 2025-2026 statutory policies for schools**

Governors **noted** the policy checklist for 2025-26.

- **Review of and appointment to link governor roles**

Governors **agreed** the link roles which were circulated prior to the meeting by the Chair.

GB/33/25

Pupil Attendance:

Governors should be aware of the attendance rates for each group - as per View Your Education Data (VYED) This data should drive governor questions governors to be able to ask:

- what more the school do to improve these figures
- and how they work with parents?

Miss Collins confirmed that an update on attendance, including a detailed data breakdown, was provided in the Headteacher's report.

GB/34/25

Report from training co-ordinator of impact of training undertaken and review of governor training requirements (including safeguarding).

Mrs Wilkinson reminded governors to send her their training certificates upon completion, and confirmed she will continue to record them on GovernorHub.

All Govs

GB/35/25

Review of governor monitoring visit reports

Mrs Wilkinson and Mrs Fitzpatrick confirmed that they had conducted a visit focused on pupil voice, and their report is available to view on GovernorHub.

GB/36/25

Confirmation that the school website is compliant with the statutory requirements

(The statutory requirements are on the DFE website. An annual audit should take place, and a free website compliance checklist is available on Nottinghamshire Governors Services resources page)

Miss Collins agreed to review the school website for compliance and will report back at the next Strategic Committee meeting.

HT

GB/37/25

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:

- Leadership Oversight and Strategic Challenge
- Monitoring Attendance and Holding to Account
- External Review Engagement
- Budget Scrutiny and Resource Management
- Promoting Whole-School Ethos and Reputation
- Commitment to Enrichment and Pupil Development
- Governance Structure and Committee Decisions
- Approval of Governance Framework for **2025-2026**
- Link Governor Role Appointments

GB/38/25

Confirmation of dates for 2025-2026 to be agreed at the meeting in conjunction with the clerk

The governing body

agreed

- 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

GB/39/25 Determination of confidentiality of business

Matters concerning staffing under **GB/29/25** were considered confidential.

It was

resolved

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

The meeting closed at 5:15pm.

Signed (chair) Date