

MINUTES OF MEETING

School: Beardall Fields Primary and Nursery School
Meeting title: Autumn term meeting of the governing body
Date and time: Wednesday, 17 September 2025 at 4:15pm
Location: At the school

Membership
 'A' denotes absence

Mr Phil Baley (chair)
 Mr Richard Bateman
 Miss Katherine Collins (headteacher)
 Mr Derek Day
 Mrs Lorraine Fitzpatrick
 Mrs Suzanne Stoddart
 Mrs Gemma Wilkinson
 Mr Chris Stokell
 Mr Anthony Poxon (elected in the meeting)
 Mr Stuart Drayton (associate member, deputy headteacher)
 Mr Wayne Sellers

In attendance Mr Liam Russell (clerk to the governors)

GB/40/25	Apologies for absence	Action
	There were no apologies for absence as all were at the meeting. The chair welcomed Mr Poxon to the meeting.	
GB/41/25	Declaration of interest	
	There were no declarations of interest, either direct or indirect, for items of business on the agenda.	
	<p>Actions for governors</p> <p><i>Review and sign 2025/2026 Register of Business Interest, Declaration of Eligibility, and Governor Code of Conduct</i></p> <p>All governors are to record on GovernorHub completion / agreement to these documents. Mr Bailey has previously e-mailed governors to ask them to complete this.</p> <p>The Code of Conduct is available on GovernorHub and all governors confirmed their agreement to it.</p>	All
GB/42/25	Review of membership and terms of office ending in the next 12 months (confirm completion of DBS and section 128 for new governors)	
	<p>The clerk highlighted the following vacancies on the governing body:</p> <ul style="list-style-type: none"> One co-opted governor vacancy 	

		Action
	<p>Mr Poxon was at the meeting with a view to being elected as a co-opted governor. He left the room whilst his potential appointment was discussed, after outlining his skills and interest to governors.</p> <p>Following discussion, governors unanimously</p> <p>elected</p> <p>Mr Poxon as a co-opted governor for a period of four years.</p> <p>He was welcomed back into the meeting and congratulated.</p>	
	Governors noted that Mrs Spittlehouse has now stepped down as an associate member. Governors asked that their thanks to her for all her work be noted.	
GB/43/25	Determination of term of office for chair and vice-chair	
	It was agreed that the term of office for both positions remain as one year.	
GB/44/25	Election of chair of governors	
	The clerk chaired the meeting for this item only.	
	Nominations were invited for the position of chair. There was one nomination, from Mr Bailey, who left the room whilst his nomination was considered. Following discussion, governors	
	elected	
	Mr Bailey as chair for a one-year term, to the date of the Autumn term FGB meeting in 2026. He was invited back into the room and congratulated.	
	Mr Bailey resumed chairing the meeting.	
GB/45/25	Election of vice-chair of governors	
	Nominations were invited for the position of vice-chair. There was one nomination, from Mr Poxon, who left the room whilst his nomination was considered. Following discussion, governors	
	elected	
	Mr Poxon as vice-chair for a one-year term, to the date of the Autumn term FGB meeting in 2026. He was invited back into the room and congratulated.	
GB/46/25	Approval of minutes of summer term FGB meeting(s) and any special governing body meetings	
	<p>The minutes of the summer term meeting held on Wednesday, 30 April 2025 having been previously circulated were confirmed.</p> <p>These minutes will have the chair's e-signature placed on them at a later date.</p>	
	<i>Review of actions</i>	

		Action
	Governors discussed the chair of committees, give that Mrs Wilkinson's term of office has now ended. Following discussion, it was agreed that Mr Bateman will continue as chair of the Strategic Development Committee. Governors were asked to consider who would be chair of the Finance, Site and Safety Committee and a decision on that delegated to that committee.	FSS
	GB/32/25 – Following discussion on the pay committee, it was agreed that the pay committee would comprise of Mr Bailey, Mrs Fitzpatrick, and Mrs Stoddart.	
	GB/36/25 – The website has been reviewed, and some areas identified for attention to ensure full compliance. These included minutes, pen portraits from all governors, governor attendance, and a governor impact statement from the chair.	HT chair
	<i>Confirmation of completion of annual planning documents - policy check list and annual planner</i>	
	<i>Approval of 2025/2026 scheme of delegation</i>	
	The 2025/26 scheme of delegation was approved .	
GB/47/25	Receipt of minutes and approval of policies from committees and working parties	
	Committee meeting minutes are reviewed at the next meeting of that committee, as all governors are on both committees.	
	<i>Approval of policies</i> The following policies were approved: <ul style="list-style-type: none"> • Child Protection Policy 2025 • HR Pay Policy • Complaints Policy 2025 • Confidential reporting and whistleblowing 2025 • School employee code of conduct • School recruitment and selection policy 2025 • Visitors and VIP guidance for schools 2025 	
GB/48/25	Overseeing Financial Performance - Financial reporting	
	<i>Schools Financial Value Standard (SFVS) 2025/2026</i>	
	This is due with the local authority by the end of March 2026 and will be prepared in time to meet the deadline.	HT
	<i>Year-end re-forecast</i>	
	This is scheduled for November 2025.	
	<i>Governors' Year End Financial Statement for 2024/2025 (including the Committed Balances Return 2024/2025) for information</i>	
	This has been prepared and was approved .	

		Action
GB/49/25	Holding executive leaders to account:	
	The headteacher's report had been circulated in advance for governors to read. The headteacher highlighted some key items:	
	Pupil numbers – There are 397 children in F2 – Y6. Ten children have left, and six joined. There are currently spaces in Y1 and Y5.	
	Pupil premium – 78 children are registered for pupil premium. The school is proactive in making parents aware of the importance of registering for pupil premium if they are eligible. Eight per cent of pupils are eligible for the service premium.	
	SEND – There are 51 children on the SEND register, 5 with an EHCP, with four more in progress. There are a further two EHCP's to be applied for this year.	
	The Caterpillar all-day provision has seven pupils accessing it and is now full. There are two teaching assistants based in there full time. Parents have provided good feedback on this provision. The Link 1 provision is also working well.	
	Attendance – This is currently 95.8% and above national levels. Persistent absence of FSM children is of concern, and the attendance officer is focussing efforts on this cohort.	
	Behaviour -the policy is being reviewed this term to move to a more relational policy that takes needs of children more into account. The general level of behaviour in school is good.	
	Safeguarding – There is one family with a child protection plan and one with a Child in Need plan. The designated safeguarding leads are Mr Drayton and Miss Collins.	
	There are five children who are looked after in school, and Miss Collins, is the designated LAC teacher.	
	Pupil premium Strategy - Mr Drayton gave an overview of activity surrounding pupil premium children in school. There is a goal to ensure that all children represent the school in competitions this year, it is the taking part that is of most importance. Across the school the narrowing of the PP gap is the challenge, and funding is carefully targeted to ensure it leads directly to good outcomes for pupils.	
	Staffing - The headteacher provided a staffing update including new appointments (two new ECT's and a fixed-term TA.) A staff absence update was also provided, with two members of staff with significant illnesses impacting on the figures.	
	SIP - The school improvement plan priorities were reviewed. The priorities were agreed as follows:	
	<ul style="list-style-type: none"> 1 -To ensure all levels of SEND children are effectively supported across school 2 - To ensure the personal development of pupils is preparing them for life in Britain 3 - To ensure the curriculum and lesson design is specific so that skills and knowledge are evident 4 - To ensure standards in Reading Writing and Maths continue to be above the national average 	

		Action
	Budget – The budget plan shows an unallocated balance of £108,033. There is £87,482 in Pupil Premium currently but this is all costed out on the PP plan on the website. The sports premium has been accounted for by Mr Sellers. Breakfast and After School club have a profit of £5,000 which will be used to resource the clubs. New computer equipment has been purchased – part funded from ICT Capital and school budget reserves.	
	Governor challenge: Has the number of PP children decreased? It is lower, because more eligible children have left than have come into the school. We need to capture those reception children who may be eligible.	
	Governor challenge: That is quite a lot of EHCP's – how does that compare? It is quite a lot but it does not mean it is all attracting funding. It is high but not as high as many other schools in Hucknall.	
	Governor challenge: Are we an attractive proposition for children with SEND from outside our catchment? Yes, we have a good reputation for SEND provision. We do have some children who would ideally be in a special school.	
	The headteacher was thanked for her comprehensive report.	
GB/50/25	Update on appraisal process for headteacher	
	<i>Confirm external adviser for first meeting in Autumn term</i>	
	The external advisor for the headteacher's performance management was confirmed as Phil Abbott.	
	<i>Confirm/appoint appraisal governors – confirm governors have completed training</i>	
	The appraisal governors are Mr Bailey and Mrs Fitzpatrick, both have completed training. The appraisal is schedule for later in the term.	
	<i>Confirm arrangements to receive the appraisal governors' pay recommendations effective from 1.9.25 for the headteacher in line with the scheme of delegation and the pay policy</i>	
	This will be considered at the pay committee.	
GB/51/25	Receive and scrutinise headteacher's annual report on <u>whole school</u> appraisal process	
	<i>Ensure effective appraisal arrangements are in place for all teaching and non-teaching staff</i> Appraisal arrangements were confirmed as being in place for all staff across the school.	
	<i>Confirm arrangements to consider headteacher pay recommendations for all staff in line with the scheme of delegation and the pay policy</i> These will be considered at the pay committee.	

		Action
GB/52/25	Update on headteacher and staff wellbeing	
	General staff wellbeing was reported as good across the school. The chair and headteacher have regular catch-up meetings to discuss various issues and to discuss wellbeing of the headteacher as well.	
	Mr Sellers reported that staff work well together, look after each other and share good practice. New staff members have settled in well.	
	There are regular staff meetings, and it is ensured that good use of time is made at those meetings, to support wellbeing. Staff also have responsibility for their own wellbeing, and individuals are asked to also be mindful of that.	
	Governor challenge: Are there any regular one to one meetings on wellbeing?	
	The appraisals all focus on wellbeing first and lead the conversation from that point onwards.	
GB/53/25	Ensure clarity of vision, ethos and strategic direction, set by governors	
	<i>Review and embed the vision, ethos and strategy of the school reflected in the School Improvement Plan (SIP)</i>	
	It was agreed that the SIP reflects the vision, ethos and stargey very well.	
	<i>Approve the School Improvement Plan (SIP), as detailed in the scheme of delegation</i>	
	The SIP had been made available for governors to review. It was approved .	
GB/54/25	Corporate Directors' reports	
	<i>Summary of Corporate Director's Report - HR - Safer Working (recruitment and selection), Teachers Pay and HR updates - September 2025</i> The clerk spoke to the director's reports, which are available on GovernorHub. <i>Recruitment and Selection Safer Working Documents 2025</i> All Safer Recruitment HR Policies and procedures 2025 are updated and include updates regarding DBS identity checks - available on the School's Portal.	
	<i>Teacher's Pay Award September 2025 and related policy updates</i> Details available on the Schools Portal under the heading Pay Policy 2025. · Teachers: Flat 4% increase to all pay points and allowances from 1 Sept 2025. · Support Staff: Flat 3.2% increase backdated to 1 April 2025, paid in August payroll.	
	<i>School Teacher's Review Body 2026 (STRB) and School Teachers' Pay and Conditions Document (STPCD)</i>	

		Action
	Gathering of evidence and make recommendations on future teacher pay and conditions. No additional funding will be provided for any pay awards.	
	<p><i>Employment Tribunal statistics</i></p> <p>National ET claims up 32% (Jan–Mar 2025). • 22% unfair dismissal, 14% breach of contract, 13% discrimination. • Nottinghamshire schools not yet affected, but vigilance is key.</p>	
	<p><i>School Support Staff Negotiating Body (SSSNB)</i></p> <p>Proposal to reintroduce SSSNB from 2027–28 and create a national pay and conditions framework for support staff.</p>	
	<p><i>Governor Actions</i></p> <ul style="list-style-type: none"> • Review & Adopt Updated Policies by the FGB or committee as per the boards scheme of delegation. • Safeguarding Compliance - Confirm anyone working with children has read part 1 of KCSIE 2025 and governors have read all of KCSIE. • Ensure robust systems are in place for recruitment checks (staff, governors, volunteers, contractors). • Plan a review of the Single Central Record (SCR) and conduct a Pre-Ofsted Safer Working Check if needed. • DBS - Ensure ID checkers follow the revised DBS procedures (effective from 1 April 2025). Maintain ID check records for two years. • Staff Conduct & Induction - Include the School Employee Code of Conduct 2025 in start-of-term meetings. Ensure all staff (including new starters) sign to confirm understanding. Conduct staff inductions in line with school policy. <p>Staff Wellbeing - Access wellbeing resources from the School Portal to support HT wellbeing. Ensure the school have plans to carry out a whole-school stress survey</p>	
	Summary of corporate director's report - Reduced timetable	
	<p>All children of statutory school age are entitled to full-time education. Reduced timetables should only be used in exceptional circumstances, such as reintegration after absence, medical recovery, or to support SEND needs—not as a behaviour management tool.</p> <p>They must be agreed with parents/carers and include a clear reintegration plan with review dates.</p> <p>Schools must ensure safeguarding and legal responsibilities are met, avoiding any form of illegal exclusion. Accurate records, including signed parental agreement, must be kept. Vulnerable pupils (e.g. those with EHCPs, LAC, CIN, or CP plans) require close monitoring.</p> <p>Attendance must be recorded correctly: • Code C: agreed absence under a reduced timetable. • Code B: supervised off-site education only—never for unsupervised or home-based learning.</p>	

		Action
	Schools must notify the Local Authority via the Schools Portal when implementing a reduced timetable. A senior leader should oversee the provision and ensure it remains effective. If not, alternative strategies must be explored, and referrals made where necessary	
	Governors should ensure registers are accurate and that reduced timetables are used appropriately and safely.	
	<p>Questions Governors will want to ask:</p> <p>In cases where a reduced timetable is implemented, is this appropriate for the needs of the child and with clear objectives?</p> <p>Are Governors satisfied that the school has sought parental/carers consent and that there is regular review of provision?</p> <p>Is a named senior leader responsible for overseeing the provision of students on a reduced timetable and decisions relating to it?</p> <p>Is the reduced timetable effectively and regularly reviewed?</p> <p>Are students on a reduced timetable being marked correctly on the attendance register?</p> <p>Is Nottinghamshire County Council being notified of all children and young people who have a reduced provision offer via the School's Portal, and are further requests for information being met?</p> <p>Has the school followed a full graduated response for the child?</p> <p>Governors will specifically want to ask the Headteacher about children and young people with an EHCP, who are LAC, CIN or CP and who have a reduced timetable, and be satisfied that these students do not have increased vulnerability due to being placed on a reduced timetable.</p>	
GB/55/25	Safeguarding information for consideration and action:	
	<i>Safeguarding Children in Education: self-audit tool 2025/2026</i>	
	Mrs Stoddart will arrange to visit school this term to complete the audit.	SS
	<i>Confirmation that all governors have read <u>all</u> of KCSiE 2025</i>	
	Governors confirmed they had read KCSiE.	
	<i>Confirm new governors have undertaken safeguarding training as part of their induction, as required by KCSiE</i>	
	Mr Stokell and Mr Poxon are to complete safeguarding training.	CS AP
	<i>Confirm <u>all</u> governors have refreshed their safeguarding knowledge each year, as required by KCSiE</i>	
	Governors were asked to access the safeguarding training update on the National College to update their knowledge.	All
GB/56/25	General Data Protection Regulations - Receive report from Data Protection Officer and Information Governance governor including:	
	<i>FOI requests and data protection breaches – actions and recommendations</i>	
	It was confirmed that there have not been any FOI requests or data breaches.	

		Action
	<i>Audit/risk register updates: (Data protection and Cyber Security arrangements etc)</i>	
	There were no updates to report. It was confirmed that there is a risk register for GDPR, but not on general risks to school.	
	<i>Training undertaken (staff and governors)</i>	
	Senior leaders and office staff have completed the GDPR training. Most staff have completed cyber security training but some are still to finalise it.	
GB/57/25	Communication received and updates	
	<i>From Chair</i>	
	There were no items to report.	
	<i>From Headteacher</i>	
	A confidential matter was discussed and has been minuted separately.	
	<i>From Clerk – Governor Newsletter key points and actions</i>	
	The clerk highlighted the governor newsletter, which was available on GovernorHub, and encouraged governors to access it. Key articles, including on safeguarding and HR, were highlighted.	
GB/58/25	Pupil Attendance (if this has not been reported in the HT's report and scrutinised by governors, this should be a separate agenda item - Governors should be aware of the attendance rates for each group as per View Your Education Data)	
	This was covered by the earlier item on the headteacher's report.	
GB/59/25	Report from training co-ordinator	
	Mr Stokoe was confirmed as the training co-ordinator. He is to arrange to discuss with the chair outside the meeting about updating the training spreadsheet.	Chair CS
	The chair is to arrange for the skills audit to take place. He has e-mailed out the list of available training courses for governors to consider which they will attend.	chair
GB/60/25	Required monitoring reports from all link governors – (including Safeguarding, SEND, PP and link governors attached to school improvement priorities)	
	There have not been any monitoring visits to school his term yet. A visit on PP and on SEND have been booked in. The chair is to distribute the list of link governor appointments to all for information.	chair
	Actions identified for governing body and school	

		Action
GB/61/25	Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account	
	The clerk was asked to remove this item from all future agendas as it was not thought useful.	clerk
GB/62/25	Confirmation of dates for 2026 to be agreed at the meeting in conjunction with the clerk	
	The governing body	
	agreed	
	Spring term – Wednesday, 14 January 2026 – 4:15pm Summer term – Wednesday, 29 April 2026 – 4:15pm It was noted that committee meetings dates have been circulated to all governors separately.	
GB/62/25	Determination of confidentiality of business	
	Matters involving staff were considered confidential, as was an item relating to a pupil. It was	
	resolved	
	that all other papers and reports be made available as necessary.	
	The meeting closed at 6pm.	

Signed (chair) Date

MINUTES OF MEETING



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Meeting title: Autumn term meeting of the governing body
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Location: At the school

Confidential item(s)

GB/57/25 **Communication received and updates – from headteacher** **Action**

The headteacher outlined correspondence received from a parent regarding a flexi-schooling request for their child, which mixes elective home education and school attendance. Following receipt of the letter, advice has been sought from the LA who were clear that this is permissible at the discretion of the headteacher. A meeting has been held with the parents to discuss.

There are some strong reasons why this is believed to be in the best interests of the child, and the reasons are around the additional opportunities it provides rather than any issue relating to the provision the school can provide.

Governors asked lots of specific questions around how the provision would work in practice, all of which were answered to their satisfaction. It was clear that this is an arrangement working in partnership with the parents and would be reviewed half termly. It remains at the headteacher's discretion, and approval for this could be removed at any time if needed.

It was agreed that as parents have the right to request EHE, it is a better outcome to have the child in school part of the time than not at all. Parents are proactive in ensuring the full curriculum is still accessed.

The headteacher assured governors that she was happy with the reasons for this approach and the plan that has been reached for how this is to work, and the strong relationship with the parents.

Governors gave their approval for this approach to be followed, subject to half termly reviews.

Signed (chair) Date