

MINUTES OF MEETING

School: Beardall Fields Primary and Nursery School
Meeting title: Autumn term meeting of the governing body
Date and time: Wednesday, 18 September 2024 at 4:15pm
Location: At the School

Membership
'A' denotes absence

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

In attendance Mr Liam Russell (clerk to the governors)

GB/36/24	Apologies for absence	Action
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Apologies for absence were received from Mrs Wilkinson, due to work commitments. Mr Drayton, associate member was absent as he was attending a training course and was not present at the start of the meeting.

It was

resolved

that the governing body consent to these absences.

GB/37/24	Declaration of interest
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There were no declarations of interest, either direct or indirect, for items of business on the agenda.

Confirmation of completion of governor annual declarations (updates to school website and GIAS)

The headteacher is to check that this is up to date.

HT

Review and sign 2024/2025 Register of Business Interest

This was completed in the meeting.

Review and sign 2024 Governor Code of Conduct

All governors are to confirm this on GovernorHub

All

GB/38/24	Review of membership and terms of office ending in the next 12 months
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The clerk highlighted the following vacancies on the governing body:

- One co-opted governor vacancy

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

- Mrs Bent, parent governor, term ends 26 November 2024
- Mrs Wilkinson, parent governor, term ends 1 July 2025

The clerk confirmed that these posts will need to be advertised to parents and opened for nominations, which the headteacher will arrange.

HT

GB/39/24 Determination of term of office for chair and vice-chair

Governors agreed a term of one year for both posts, to the date of the Autumn term meeting in 2025.

GB/40/24 Election of chair of governors

The clerk took over the role of chair for this item.

Mr Bailey self-nominated to continue as chair. There were no other nominations.

Mr Bailey left the room whilst his nomination was discussed. Governors voted and duly

elected

Mr Bailey for a further one-year term as chair of governors. He returned to the room and was congratulated. He resumed chairing the meeting.

GB/41/24 Election of vice-chair of governors

Mrs Wilkinson had confirmed to the chair that she wishes to self-nominate to continue as vice-chair. There were no other nominations.

Governors voted and duly

elected

Mrs Wilkinson for a further one-year term as vice-chair.

GB/42/24 Approval of minutes of summer term meeting and any special governing body meetings

The minutes of the summer term meeting held on Wednesday 1 May 2024 having been previously circulated were confirmed and signed by the chair.

Review of actions

Confirmation of completion of annual planning documents - policy check list and annual planner

The policy checklist and annual planner were noted.

Approval of 2024/2025 scheme of delegation

The scheme of delegation was approved.

GB/43/24 Receipt of minutes and approval of policies from committees and working parties

Minutes of the committees are reviewed in the next relevant committee meeting.

Approval of Child Protection Policy

The Child Protection Policy was **approved**.

Approval of NCC HR model policies

The new pay and appraisal policy has not been updated yet, awaiting changes later in the term.

Attendance Policy

This has been reviewed in line of the new statutory guidance and was **approved**.

GB/44/24 Holding executive leaders to account

The headteacher's report had been circulated in advance for governors to read. Governors were invited to question and challenge on the contents of the document. The headteacher gave an overview of the contents.

There level of SEND in the school has significantly increased this term. An overview of the support staff working with these children was provided.

Attendance is looking positive and improved on last year. It is higher than the national average, which shows that the attendance officer role is paying off.

There has been one fixed term suspension. Three children have a risk assessment in place. A child with significant needs has now left the school. Generally, school is calm.

Child Protection – there are three families on Child Protection Plans, six on Child in Need plans. Mr Drayton is DSL and the headteacher is the deputy DSL.

There are three LAC children in school, and four previously LAC children. This figure is expected to increase shortly.

The PP strategy has seen the gap between PP and non-PP has narrowing. There is targeted academic support in place and a wider plan of residentials and experiences.

The number of service PP children has dropped to 29.

A staffing update was provided, including changes taking effect from September.

Hucknall headteachers work closely and collaboratively, including on training. Business managers collaborating, and with the attendance officer.

Budget update – there is £95k unallocated, down from £97k. The next budget reforecast is early November.

Governors thanked the headteacher for her comprehensive report.

GB/45/24 Update on appraisal process for headteacher and staff including an update on the wellbeing of the headteacher and staff

Confirm external adviser for meeting in Autumn term

The external advisor is Robert Hattersley

Governor challenge: Who does the deputy HT's appraisal, as he is headteacher one day a week? This will be done by the headteacher. Appraisal governors have met with him separately.

Confirm/appoint appraisal governors – confirm appraisers have completed training

Mr Bailey and Mrs Wilkinson are the appraisal governors. They have completed training.

Confirmation of the Quality Assurance Governor arrangements

Mrs Bent is the quality assurance governor.

GB/46/24 Receive and scrutinise headteacher's annual report on whole school appraisal process. (Pending updated of policy as a result of recent statutory changes). This includes:

This matter was delegated to the pay committee later this term.

GB/47/24 Ensure clarity of vision, ethos and strategic direction, set by governors

Review and embed the vision, ethos and strategy of the school reflected in the school improvement plan

This was covered at Strategic Committee and will be discussed again at the Autumn term SDC committee.

Approve (or confirm arrangements to approve) the School Improvement Plan, as detailed in the scheme of delegation

The SIP was **approved**, following discussion.

Governors were reminded to complete their KCSIE declaration on GovernorHub.

GB/48/24 Corporate Directors' reports

The clerk spoke to the directors' reports.

Exclusions and Suspensions

The Department for Education have issued revised guidance on suspensions and exclusions, which place significant responsibilities on governors to fulfil their role within the process. During the academic year 2022-2023, there were 13,813 suspensions and 126 permanent exclusions across Nottinghamshire. This means Nottinghamshire's suspension rate was 10.82, placing the county slightly higher than the national rate of 9.33, and the permanent exclusion rate was 0.10, placing the county very slightly below the national rate of 0.11.

In the previous academic year, 2021-2022, Nottinghamshire suspensions were 9478 with permanent exclusions at 59. In summary, suspensions grew by nearly 4500 and permanent exclusions more than doubled. The Timpson Report of May 2019 found just 7% of children that are permanently excluded go on to achieve good passes in English and maths GCSEs; they are more likely to go on to be out of education, employment, and training in those critical years after the compulsory schooling age and 23% of young offenders with sentences of less than 12 months have been excluded previously.

While exclusion is not necessarily the cause of these worse outcomes, it does, at the very least, identify a group of young people that have high levels of need for support.

Action for governors

1. Ensure that there are clear processes in place to comply with your school's legal duty to arrange suitable full-time provision for pupils of compulsory school age from the sixth consecutive school day of a suspension.
2. Ensure that the governing board understands the requirements to consider the reinstatement of a suspended or permanently excluded pupil.
3. Ensure that there are clear processes in place to keep a placement of off-site direction under review.
4. Consider all governors attend panel training webinar (NGA) and, if an exclusion panel is required, revisit this as a refresh prior to the meeting.

Working Together to Improve School Attendance

The Department for Education have issued revised statutory guidance for schools, academy trusts and local authorities entitled, Working together to improve school attendance. The principle duties and expectations are set out in a Summary table of responsibilities for school attendance.

Local authorities are expected to adopt a strategic approach to improving attendance for the whole area and make it a key focus of all frontline council services. As a result, there will be a new strategy for improving school attendance in Nottinghamshire.

There is a statutory requirement for schools to share their daily attendance data with The Department for Education. There are a number of new attendance register codes in the 2024 regulations and guidance.

The revised guidance strongly emphasises the importance of a Support First approach before legal interventions are considered to address persistent and unauthorised absence.

The Department for Education have introduced a National Framework for Legal Intervention. The national framework for legal intervention has established a national threshold for penalty notices.

Fines have increased in value from £120 to £160. For the first fine issued to a parent for an individual child, the amount will reduce to £80 if paid within 21 days. However, in accordance with the new national Framework, this option will only apply to the first fine a parent is issued for an individual child within a three-year rolling period.

The national framework limits the number of fines a parent can be issued for a child over a 3-year rolling period to two fines before it is escalated for prosecution through the Magistrates Court under s441 of the Education Act 1996. The DfE guidance also sets an expectation that when a school becomes aware that the national threshold has been met, they must consider whether a penalty notice can and should be issued or not.

The County Council have updated the Improving School Attendance Toolkit available on the school's portal.

Action for governors

1. Ensure the school's attendance policy reflects the changes outlined in the new Statutory Guidance.
2. Ensure the school have communicated to parents any changes to the school attendance policy to meet the expectations of the new National Framework for legal intervention.
3. Ensure your school is familiar with the revised guidance and new attendance codes.

Governors noted that the attendance policy has already been revised in light of these changes and that staff are fully aware of the changes, and there are the necessary processes in place.

Governor challenge: How are we monitoring the three-year rolling programme?

This is being worked on. The attendance officer will track this but precisely how is not yet known. There is also an impact when children move to secondary.

Safer working (recruitment and selection), Teachers Pay and HR updates

The clerk drew attention to the report. The Teachers Pay award is to be approved in Parliament very shortly. The school support staff pay award has not yet been agreed but when it is, will be backdated to April 2024.

Mr Drayton arrived at meeting at 4:50pm, giving his apologies.

GB/49/24

Safeguarding information for consideration and action:

Safeguarding Children in Education: self-audit tool 2024/2025

This will be completed later this term. The clerk reminded governors that it needs to be returned to the local authority by 20 December.

Confirmation that all governors have read all of KCSiE 2024 (new governors must undertake safeguarding training as part of their induction and all governors must have refreshed their safeguarding knowledge each year)

Governors are all to read KCSiE 2024 and confirm on GovernorHub that they have done so. All

It was confirmed that Mrs Bent is the safeguarding governor.

GB/50/24 General Data Protection Regulations - Receive report from Data Protection Officer and Information Governance governor including:

FOI requests and data protection breaches – actions and recommendations

There have been no data breaches.

There was one subject access request from a parent in Summer term.

Governor challenge: How did go about gathering the information?

We held a meeting, at which legal provided support. We confirmed what information was required. We reviewed CPOMS, scholar pack, as most communication was in CPOMS rather than in e-mails.

Audit/risk register updates: (Data protection and Cyber Security arrangements etc.)

Governor challenge: Have staff completed training around cyber security?

They have done some online training, but not enough. The headteacher is to review training on GDPR for staff and confirm with RPA what level is required.

HT

The new business manager is working on a revised risk register.

GB/51/24 Communication received and updates

From Clerk - Governor Newsletter

The clerk spoke to the newsletter, highlighting articles of relevance to the school, and encouraged governors to access it on GovernorHub as it contains a wealth of useful information.

GB/52/24 Report from training co-ordinator

Governor skills audit update and gap analysis

Mrs Wilkinson was not at the meeting to provide an update.

Mrs Bent has completed training on Hidden Men, a training course from NSPCC. She is to update Mrs Wilkinson so that a record can be kept.

Review of governor training requirements (including safeguarding) for 2024/2025

Governors are required to do some form of safeguarding training. Governors are to access the national college course to fulfil this requirement.

All

GB/53/24 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 visited in the Summer term on maths and Pupil Voice. In maths, it was good to see the PP gap closing, and there were really good multiplication test results this year, very positive news.

Children could express the school values well, except for empathy.

Mr Bent visited on behaviour and did some Pupil Voice. Children felt that DoJo points were not as worth it at the end of their time at school. There was discussion about yellow and red cards and how they should be given out. There were some issues with inconsistencies in how the system works, which is being addressed by the headteacher.

Governor challenge: Why would a child get a red card? In Y6, children get one for not doing homework.

Governor challenge: Was there work to do with children following the riots in July? There has not been guidance issued.

GB/54/24 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 school forward
- Appraisal for support staff

GB/55/24 Confirmation of dates for 2024-2025 to be agreed at the meeting in conjunction with the clerk

The governing body

agreed

Spring term 2025 – Wednesday 15th January 2025 at 4:15pm
Summer term 2025 – Wednesday 30 April 2025 at 4:15pm

GB/56/24 Determination of confidentiality of business

Matters concerning suspension of a child were considered confidential.

It was

resolved

that all papers and reports be made available as necessary.

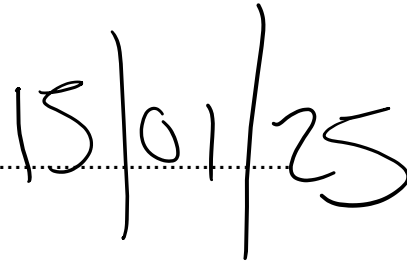
The meeting closed at 5:10pm.

Signed

A handwritten signature in black ink, consisting of a large, stylized 'P' followed by a series of loops and a long horizontal stroke.

(chair)

Date

A handwritten date in black ink, written as '15/01/25' with a vertical line separating the day from the month and year.