

MINUTES OF MEETING

School: Beardall Fields Primary and Nursery School
Meeting title: Summer term meeting of the governing body
Date and time: Wednesday, 1 May 2024 at 4:15pm
Location: At the School (and hybrid via MS Teams)

Membership
'A' denotes absence

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

In attendance Mr Liam Russell (clerk to the governors) – attended virtually

GB/17/24 Apologies for absence Action

Apologies for absence were received from Mrs Stoddart due to family issues, and Mr Bateman due to work commitments. Mrs Wilkinson has sent notice of a late arrival due to transport issues.

It was

resolved

that the governing body consent to these absences.

GB/18/24 Declaration of interest

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

GB/19/24 Review of membership and terms of office ending in the next 12 months

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

Governors elected Mrs Spittlehouse as an associate member of the governing body for a term of four years, with full voting rights in committees.

		Action
GB/20/24	Approval of minutes of spring term meeting and any additional special governing body meetings	
	<p>The minutes of the spring term meeting held on Wednesday 17 January 2024, having been previously circulated were confirmed will be signed in person by the chair at a later date.</p> <p><i>Review of actions</i></p> <p>GB/03/24 – Chair is to approach Mrs Spittlehouse about attendance at SDC committee meetings. <i>Mrs Spittlehouse was appointed as an associate member earlier in the meeting.</i></p> <p>GB/08/24 - Mr Bailey and Mrs Wilkinson are to arrange a mid-year review for the headteacher. A separate review meeting with Mr Drayton is to be arranged. Mrs Bent is to quality assure both processes for both members of staff. <i>This action is outstanding. Mrs Wilkinson is to arrange a suitable date in May.</i></p> <p>GB/09/24 – Mrs Bent is to attend school to complete the confidential file audit. <i>This action has been completed.</i></p> <p>GB/11/24 – Pupil Voice is to be obtained on matters such as Commander Joe’s and discussed at the SDC Committee. <i>This has taken place and the action closed.</i></p> <p>The headteacher is attending a webinar on the “Growing up in Notts” survey this week about rolling out the questionnaire in school. The workload is considerable for the school, and there are concerns about the number of people completing the survey and therefore validity of the information produced.</p> <p>It was agreed that parent governors would not complete the parent survey so that views are obtained from other parents. 117 responses have been received, of which five would not recommend the school.</p> <p>GB/12/24 – Governors are to send details of external safeguarding training to Mrs Wilkinson for training records to be kept. <i>It was confirmed that this has been completed.</i></p>	clerk
		GW
		clerk

Approval of services for schools/review of contracts (if not already approved in spring term)

The services for schools had been discussed and approved at the site, safety and finance committee and was now **ratified**.

GB/23/24 Summary of headteacher's report and governors' questions and challenge

The headteacher spoke to her report, highlighting key areas of interest.

There are eleven spaces across the school, which will have an impact upon the budget. There are 50 pupils rather than 60 joining the school in September, which is down on the 60 places in the school budget.

There are 62 children on the SEND register, seven with an EHCP, and others currently going through the assessment. One child is joining who will be assessed for an EHCP.

Parent voice on the nurture provision has been excellent so far. The SENCo role has now been advertised with a September start date. The current post holder will be available in September for a handover. The headteacher asked for a governor to be involved in the recruitment process.

Attendance levels continue to be above national the average and above the level at this school last year. No referrals have been made to Early Help this term. Two penalty notices for absence have been made, one of which remains unpaid.

Some behaviour issues at lunchtime remain, especially around playing football and especially amongst boys. Behaviour during classroom work is exceptional, but this is different at lunchtimes as children struggle with this unstructured time.

Governor challenge: Is behaviour noted as outstanding in the SEF? Yes, there is a plan in place to manage these issues and work continues to manage this.

Red card incidents have decreased significantly. Commander Joe's has helped with improved attendance amongst PP children.

Governor challenge: Is the attendance gap between PP and non-PP children closing? It is closing, but PP absence remains higher than non-PP.

A staffing update was provided. There are two vacancies to be recruited to this term.

Development of the character education continues, including digital leaders, assemblies on key traits, and experiences.

The English Hub has revisited to look at the phonics implementation and have reported that they were impressed.

The budget carry forward is now expected to be £145k which is a higher figure than predicted.

Governor challenge: Is the low number coming into reception common with local schools? No, many schools are full in Hucknall, but this is a concern for us.

It is thought that house building in the area has affected it. Many other Nottinghamshire schools are currently struggling due to a lower birth rate.

The roof has been inspected again, and advice received to continue to patch up the roof repairs, and save £5k a year for a roof replacement at some future point.

The headteacher was thanked for her comprehensive report.

GB/24/24 Update on appraisal process and wellbeing for headteacher and staff

The headteacher confirmed that she was well. The appraisals process is underway and there have been no issues.

Several TA's have attended residential in their own time. Governors discussed how this can be recognised. This will include a letter of thanks from governors. Providing TOIL was discussed as an option and was **agreed** for teaching assistants.

In response to a **governor challenge**, the headteacher said that whilst the support from teachers for residential is valued, it is more of an expectation for teachers than it is for teaching assistants.

GB/25/24 Information from the Corporate Director for consideration and action

Pupil Place Planning

The clerk spoke to the report and provided an overview of the key information:

Each year, the Council's Pupil Place Planning team creates data dashboards that provide information to every Nottinghamshire school and academy regarding the place planning situation in their local areas. In particular, each school's dashboard provides details of projected future demand for places at both school and local planning area level.

All Nottinghamshire schools and academies now have access, via the Council's School Performance Portal, to their own 2023 dashboards, along with a letter that provides some contextual information.

The Council has drawn the attention of school senior leadership teams to the pupil projections for the planning area in which their schools sit. In some instances, projections indicate that there is likely to be a considerable over-supply of primary school places when compared to likely demand. If so, some schools may wish to consider the potential long-term school management implications that this could have.

Action for governors

Governing Bodies and Trust Boards may request sight of their schools' current dashboards via Head Teachers or nominated representatives. If Governors have any concerns regarding projected pupil numbers and the implications for their schools' strategic direction, they should discuss this as part of normal Governing Body discussions with Head Teachers.

Governors noted the report and confirmed that they were aware of the dashboard.

- GB/26/24 General Data Protection Regulations – report from the DPO/Information Governance Link Governor**
- There have been no breaches or subject access requests.
- GB/27/24 Receive report from the Designated CLA teacher (Children who are Looked After) (presented at least once per year)**
- This was completed in the Autumn term.
- There are two LAC children who have recently joined the school, and both are doing well. It was confirmed that the appropriate processes are in place.
- GB/28/24 Communication**
- From Clerk - Governor Newsletter*
- The clerk spoke to the Summer term governor newsletter, highlighting articles on:
- HR Updates
 - Safeguarding
 - Cyber security
 - New governance guides
 - Ofsted's response and The Big Listen
 - How inclusive is your MAT or local authority?
 - Inspiring Governance closing in current format
- GB/29/24 Approval of in-service training days (5) 2024-2025**
- Governors **approved** the following dates
- 2 September 2024
 - 3 September 2024
 - 2 June 2025
 - 28 and 29 July 2025 – to be taken as twilight sessions
- GB/30/24 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*
- It was agreed that the current structure of two committees would continue, the committees being the site, safety and finance committee and the strategic development committee. The pay committee would additionally meet as required.
- Mr Bailey is chair of the pay committee, Mr Bateman is chair of the strategic development committee, and Mrs Wilkinson is chair of the site, safety and finance committee.
- Approval of scheme of delegation 2024-2025*

This will be produced in time for approval at the Autumn full governing body meeting.

Note annual planner 2024-2025 to support agenda setting

The annual planner was noted.

Policy checklist 2024-2025 – statutory policies for schools

The policy checklist was noted.

Review of and appointment to link governor roles

Link governor appointments were confirmed as:

- Mr Bailey – Chair of governors, SIP Priority 2, Science, appraisal, website, complaints
- Mr Bateman – Chair of SDC committee, SIP Priority 1, Outcomes for pupils (data), PE, English
- Mrs Bent - SEND, behaviour, safeguarding
- Mr Day – Art, languages, sports premium
- Mrs Fitzpatrick – Pupil Premium, computing, music
- Mrs Mather – Health and safety
- Mrs Spittlehouse (associate member) – Service families
- Mrs Stoddart – Safeguarding, SIP priority 4, GDPR, RE, Maths
- Mrs Wilkinson – Chair of Finance, Site and Safety Committee, SIP priority 3, attendance, appraisal governor, governor training, history, geography

GB/31/24 Report from training co-ordinator of impact of training undertaken and review of governor training requirements (including safeguarding)

Mrs Wilkinson has received training details from several governors, including on protected characteristics training completed by Mrs Mather, who provided an overview of the contents of the training.

Detailed training records are being kept by Mrs Wilkinson.

GB/32/24 Review of governor monitoring visit reports – key actions for governing body

It was agreed that governors will send monitoring visit reports to the headteacher and chair once completed, who will then upload to GovernorHub and list them on the agenda for the next meeting.

All

GB/33/24 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

Governors hold senior leaders to account through question and challenge in this and in committee meetings, monitoring visits, and in ad-hoc communications with senior leaders.

Governors have impacted upon school improvement through their decisions and challenges, especially in relation to setting the school budget, approval of policies, and involvement with staffing.

GB/34/24 Confirmation of dates for 2024-2025 to be agreed at the meeting in conjunction with the clerk

The governing body

agreed

Autumn term 2024 – Wednesday 18 September 2024 at 4:15pm
Spring term 2025 – Wednesday 15 January 2025 at 4:15pm
Summer term 2025 – Wednesday 30 April 2025 at 4:15pm

The chair is to distribute the sub-committee dates for information.

GB/35/24 Determination of confidentiality of business

Staffing matters 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