

MINUTES OF MEETING



**Nottinghamshire
County Council**

School: Holly Primary School
Meeting title: Spring term meeting of the governing body
Date and time: 11th February, 2019 at 4.00pm
Location: At the school

Membership
'A' denotes absence

Mr N Smith (Chair)
Mr N Roebuck (Vice Chair)
Mr D E White (head teacher)
Mrs E Crawford
Mrs L Harper (Training Co-ordinator)
A Mrs H R Westwell
Mrs J H Mayhew
Miss S McGuinness
Miss J Salter
Local Authority Governor vacancy
1 Co-opted governor vacancy
1 Parent Governor vacancy

In attendance Denis J Baker (clerk to the governors)
On behalf of the Governing Body, the Chair introduced and welcomed Mrs. J Salter to the meeting.

GB/01/19 Apologies for absence Action

Apologies for absence were received from Mrs H Westwell (Family commitment)

Resolved

That the governing body consent to these absences.

GB/02/19 Declaration of interest

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

Register of Business Interest/Declaration of Eligibility

The head teacher confirmed that Governors had reviewed their Declarations of Business Interests/Declaration of eligibility forms.

GB/03/19 Review of membership

Governors received and noted the governing body membership list, which had been previously circulated. The clerk reported that there were currently vacancies for 1 co-opted governor 1 Parent Governor and 1 local authority governor. In response to questions, the clerk advised that it was possible for members of staff to be co-opted as governors up to 30% of the governing body. The Head Teacher reported that the school subscribed to various agencies in an effort to recruit governors without success to date. The clerk referred to the recommendation that

the criteria for the appointment of Local Authority Governors be reviewed.

Resolved:

- 1 That the report be noted
- 3 That the parent governor vacancies be advertised as soon as possible.
- 4 That the clerk endeavour to expedite the nomination of a local authority governor
5. That governor vacancies be considered further at the next meeting.
- 6 That the criteria for the appointment of local authority governors be reviewed at the next meeting.

GB/04/19 Minutes of autumn term meeting

The minutes of the autumn term meeting held on 22nd October, 2018 having been previously circulated were confirmed and signed by the chair.

Pay Policy

The head teacher reported that the Local Authority model pay policy had been circulated to all governors for their perusal.

Resolved: That the Pay Policy be approved and adopted.

GB/05/19 Minutes of committees and working parties

Finance, Personnel and General Purposes Committee

The minutes of the meetings of the Finance, Personnel and General Purposes Committee held on 12th November, 2018 and 21st January 2019 were received.

The Head teacher reported on matters considered as follows:

School Payments

The Head Teacher reported on the roll out of on line payments to the school, advising that the process should be complete by September, 20-19. In reply to questions, he advised that the Parent Pay company which administered the payments scheme received a 2% fee for their service. The scheme would be reviewed further at future meetings of the committee.

Staffing

In response to questions, the head teacher advised that the staff vacancy had been advertised and that 2 applications had been received.

Next Meeting

Governors noted that the next meeting of the committee was scheduled to be held on 29th April, 2019 at 6.00pm.

Pupils and Strategic Development Committee

The minutes of the meetings of the Pupils and Strategic Development Committee held on 12th November, 2018 and 21st January 2019 were received. The Head teacher reported on matters considered as follows:

Extra Curricular Activities

Governors noted the number and range of clubs run by staff which enriched the school curriculum.

Presentations

The head teacher reported that the Senior Leadership Team had attending the committee meeting and given a presentation on Maths and Literacy.

Friends of Holly

Governors had received a report on the contribution made by the Friends of Holly in raising funds for the purchase of additional equipment and other items.

Next Meeting

Governors noted that the next meeting of the committee was scheduled to be held on 29th April, 2019 at 7.00pm.

Pay Committee

The minutes of the meetings of the Pay Committee were received

Next Meeting

Governors noted that the next meeting of the committee was scheduled to be held on 24th June, 2019 at 6.00pm.

GB/06/19 Head teacher's report

The head teacher presented his report, copies of which had been circulated previously, highlighting the following matters

Pupils

The head teacher reported that the school was again oversubscribed and presented tables setting out the number of pupils currently in school, pupils' gender breakdown and the class organisation adopted together with staff allocation. In reply to questions, he reported that an additional pupil had been admitted to year 3 as the result of a successful appeal, taking the number of pupils in year 3 to 42.

He also reported that 13 pupils were accessing the 30 hours free childcare, paying £4. per child for lunchtime provision. This additional income would be taken into consideration as part of the budget process.

The school nursery was also full with only 5 places being available during the afternoon for April admission. Responding to further questions, the head teacher reported that he anticipated the nursery to be fully subscribed by January, 2020 resulting in no places for further admissions in April, 2020. Governors noted that one pupil with Special Needs was expected to be admitted in September. Governors questioned the head teacher further regarding the recent recruitment drive and were informed that whilst that had proved successful in attracting more pupils, the school's reputation had enhanced its attraction.. It was noted that Abbey Primary School was able to offer places for children from the age of 2 but Holly was unable to do so because of a lack of accommodation and the Local Authority was unlikely to make any further places available.

Looked After Children

It was noted that currently, there were no looked after children in school and that 3 children had been adopted from care

Special Educational Needs

It was noted that 35 pupils were identified as requiring SEND support

Pupil Attendance

Governors were informed that excluding holidays in term time, pupil attendance was at 96.34% and remained above national averages. Governors received detailed tables setting out a breakdown of attendance for the last term by year group and also the Raise on Line statistics for the 3 year period 2016 – 2018. In reply to questions, the head teacher reported that the increased level of absence amongst Pupils in receipt of free school meals was being investigated. He also reported on holidays during term time which continued to have a major impact on

attendance levels with 102 requests for holidays being received this academic year. Responding to further questions, the head teacher advised that currently the policy was not to impose fines on parents. He referred to the strict procedures in place to follow up all absences. Governors were also informed that the attendance of pupils with English as another language had been highlighted by the Ofsted Inspectors since when various strategies had been put in place which had resulted in an improved level of attendance with EAL pupils having very good attendance above that for non EAL pupils. The attendance position was noted with staff being thanked for their continued efforts to reduce absenteeism.

Pupil Behaviour

The head teacher reported that pupil behaviour was generally good with no exclusions, racially motivated incidents or instances of bullying reported. No physical interventions had been required during the term. Staff training on Physical Interventions was scheduled for the in-service training day on 15th February, 2019.

Staffing

The head teacher reported on staff changes since the last meeting, which were considered further as confidential matters. He also reported that 2 final year teaching students from the University of Nottingham would complete their final teaching practice at the school, working in years 4 and 5 where they would be mentored by the experienced staff. Responding to governor questions, the head teacher reported on the recruitment and retention of teachers, advising that lots of options for the appointment of staff were available, including the school working closely with both the Nottingham University and the Nottingham Trent university. It was noted that some schools paid staff a retention bursary which was not necessary at Holly which enjoyed a good reputation. Responding to further questions, the head teacher reported that whilst in some schools staff experienced high levels of stress leading to mental health issues being identified, this was not the case at Holly where appropriate staff welfare procedures were in place.

School Improvement Plan

The head teacher reported on the progress made towards the priorities identified in the School Improvement Plan which would be considered further at meetings of the Pupil and Strategic Development Committee. In reply to questions, he reported on the new Ofsted framework which would be adopted from September, 2019 and would provide short notice prior to a two day inspection. The School Self Evaluation Plan would be revised to take account of the new Ofsted framework.

Health and Safety

The head teacher reported that fire emergency evacuations had been conducted on 23rd January, 2019 with the resulting evacuation carried out in good order. He also reported that repairs to the outdoor equipment had been carried out. In reply to questions, he reported that the equipment had deteriorated because of age and weather. Some of the equipment in the jungle gym would be replaced free of charge.

Aims of the School Curriculum

Governors received a report setting out the aims of the curriculum in pursuit of a broad and balanced curriculum. The principles and outcomes of the strategies designed to ensure an exciting and interesting learning experience were noted.

School Budget 2018/19

Governors noted that the school budget was operating in line with expectations and would be considered further by the Finance and General Purposes Committee.

Pupil Premium

The head teacher reported that there were currently 28 pupils in receipt of pupil premium funding which included 5 service children and 14 entitled to free school meals. Responding to questions, the head teacher reported on 1 child from a service family who had not seen his father for a period exceeding 3 months, after which the school had arranged a surprise re-union. Governors noted the support provision in place and progress being made by the pupils.

Accommodation and Grounds

Governors were informed that staff had undertaken training on the Sensory Room during January and that the room was utilised throughout the day. Staff had been able to access a range of equipment from the Fountainsdale Special School whilst the school obtained suitable materials.

It was noted that the school fire alarm panel had been replaced at a cost of £1500, several rooms redecorated and repairs to the emergency lighting completed.

The services of an external alarm company had been engaged to provide cover for the site manager's absence.

07/19

Financial Matters

School budget 2019/20

The Clerk reported that the draft budget for 2019/20 would be released during February 2019 and that in accordance with delegated powers this could be referred to the Personnel, Finance and General Purposes Committee for consideration and approval. He also advised that the school budget had to be approved prior to 31st May, 2019.

Resolved:

That the draft school budget be referred to the Personnel, Finance and General Purposes Committee for consideration and approval.

Schools Financial Value Standard (SFVS)

The Clerk reported that the School's Financial Value Standard required formal approval and return to the Local Authority by 31st March, 2019. The Head Teacher advised that this would be considered at a meeting of the Personnel, Finance and General Purposes Committee and returned to the local authority as required.

Year-end re-forecast

The Head Teacher confirmed that the year end re-forecast had been considered by the Personnel Finance and General Purposes Committee and returned to the local authority as required.

Services for schools

The clerk reported that the Local Authority Services to Schools prospectus would be published shortly, advising that this included details and costings of the clerking, training and other packages which could be considered as part of the budget process.

It was agreed that the Services to Schools prospectus be referred to the Personnel, Finance and General Purposes Committee for consideration.

GB/08/19

Update on appraisal process for head teacher and staff

It was noted that the Head Teacher's annual performance appraisal review had

been carried out during December, 2018 with Mrs D Lichfield acting as Independent Advisor with the Chair and Vice Chair being Appraisal Governors. It was noted that the head teacher had met his targets and that new targets had been set. Mrs Lichfield had referred to the recommendation for the appointment of a Quality Assurance Governor. The clerk advised that Mrs Lichfield was able to act in that capacity if so requested. Following further discussion it was Resolved: That Mrs L Harper be appointed as Quality Assurance Governor.

The head teacher reported on the cycle of staff appraisal where all teachers had individual targets set linked to the school Improvement Plan, advising that the annual appraisal reviews had been completed with his recommendations regarding pay progression recommendations would be presented to the Pay Committee during the summer term

GB/09/19 Information from the Corporate Director

Nottinghamshire Safeguarding Children Partnership

The clerk presented the report, referring to the new duty placed on Safeguarding Partners to ensure that arrangements are in place for safeguarding and promoting the welfare of children in the area. He advised that the Nottinghamshire Safeguarding Children Partnership would replace the Local Safeguarding Children Boards with the new arrangements being implemented with effect from 1st January, 2019. The Head Teacher confirmed that the school's Safeguarding lead was aware of the new regulations and would also be connected to the Focus Group.

GB/10/19 Communication

From chair

The Chair presented no items of correspondence

From head teacher

Managing Allegations against Staff

The head teacher reported that the policy relating to Managing Allegations against Staff had been revised, updated, and circulated to governors for their perusal and comment. In response to questions, he reported that there were extremely few allegations made against members of staff.

Resolved: That the revised policy on Managing Allegations against staff be approved and adopted.

From clerk – Governor Newsletter

Government consultation on School Security, including the development of a School Security Plan.

Managing Allegations Training to be held on 5th March, 2019.

Harmful Sexual Behaviour training course to be held on 28th March, 2019.

The second autumn term 2018 edition of the Nottinghamshire Governor magazine, highlighting the following:

- Governor's conference 2019 together with details of the workshops to be available.

- Updated Complaints Policy and procedures
- Governorhub
- Notice from the Education Secretary regarding the Recruitment of Governors
- HR Service Updates
- Teachers Pay and Pay Policy 2018.
- Safer Working.
- Anti Bullying Practices
- School Admissions – timeline for parental applications
- Annual Consultation on admission arrangements
- Fair Access Protocols
- GDPR – advice from Public Health England
- EpiPen shortages
- Small Steps Pilot programme
- Road Safety around Nottinghamshire Schools
- New KS1 and KS2 standards
- Early Years Provision
- News from NGA
- Heads and Chair's Briefings

The First Spring term 2019 edition of the Nottinghamshire Governor magazine, highlighting the following:

- Governors' Conference and Workshops
- Makeup of Governing Body Governing Body – Follow up action
- NAGS AGM – 6th February, 2019.
- Quality Assurance of Head Teacher's appraisal
- Chair's Forum
- Controlling Access to School Premises
- Health for Kids
- Penalty Notices for Pupil Absences – Governors challenged the head teacher regarding the imposition of penalty notices and were informed that currently the school policy was not to impose penalty notices. This was due in part to the level of paperwork and other administrative work involved in the process and also could damage the school/parent relationship built up. In cases where absence was a concern, the head teacher spoke to the parents involved which generally had a positive impact on pupil attendances. The issue of penalty notices would however be kept under review. Governors expressed some concern at the forthcoming Autumn half term holiday pattern where some other local schools had not adopted the local authority model and would therefore lead to a greater level of absenteeism when parents took their children on holiday during the Academy/Secondary schools half term to the detriment of attendance at Holly Primary.
- Speech, Language and Communication skills
- School Admissions
- School Uniform Policy
- Safeguarding Training Courses

GB/11/19 Report from training co-ordinator including review of governor training requirements for 2019

The Clerk reported on the list of central training and the school based training programme, details of which had been uploaded to Governorhub and which listed

the aims and objectives of each course were noted. Mrs L Harper, Training coordinator advised that she would attend the pop up governor conferences Mrs J Salter reported that she would attend induction training in the near future. The head teacher reported that arrangements had been made for a joint in service training day, involving staff from 7 schools, to be held at Eastwood Hall on 2nd September, 2019 to which governors were invited. .

GB/12/19 Governor monitoring visits

Governors reported on their involvement in school visits, details of which were recorded in the register. The Chair and Vice Chair referred to their regular visits and meetings with the head teacher and senior staff in connection with various management issues. It was noted that Mrs Westwell had arranged to review GDPR in the near future. The Chair also advised that he would conduct a Health and Safety Inspection as soon as possible. Mr N Roebuck reported that he would be attending a meeting with the local authority finance officers in connection with the school budget. In response to questions, the head teacher referred to the purpose of governor monitoring visits and the procedures. involved.

GB/13/19 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

Governors impacted on outcomes for pupils through consideration of progress reports, analysis of data, including the Data Dashboard and Raise on Line reports, observational visits linked to subject areas, review of school policies, challenges to the head teacher and staff and review of pupil attainment in respect of which the head teacher was required to provide convincing proof and evidence of progress.. School leaders were to account by frequent observational visits, regular challenges to the senior leadership team, questioning reports and data provided, discussions on the strategic direction of the school and information regarding school achievements and activities. By seeking responses to governor's questions on why things were done, how those activities worked and when interventions happened. Governors had developed higher levels of skill and expertise through training and their roll and effectiveness was confirmed by their having a sound understanding of the school's performance and priorities.

GB/14/19 Confirmation of dates for 2019/20


Resolved: That future meetings be held as follows:
 Summer Term 2019– 24th June 2019 at 6.00pm.
 Autumn term 2019 – 14th October, 2019 at 6.00pm
 Spring Term 2020 – 10th February, 2020 at 6.00p,
 Summer Term 2020 –22nd June, 2020 at 6pm

GB/15/19 Determination of confidentiality of business

resolved

That with the exception of reports relating to Staffing, Pupils, and other items within the head teachers report and minutes of committee meetings, all papers and reports be made available as necessary.

The meeting closed at 5.10pm.

Signed..........(Chair) dated.....24/06/19.....