

MINUTES OF MEETING

School: Holly Primary School

Meeting title: Autumn term meeting of the governing body

Date and Time: Monday 12th October 2020 at 6.00pm

Location: Virtual via Zoom

Membership

'A' denotes absence

A Mr D Bennett
Mrs E Crawford
Mrs R Gear
Mrs L Harper
Mr N Roebuck (Vice Chair)
Miss J Salter
Mr N Smith (Chair)
Mr D White (Headteacher)

In attendance Sarah Saxton (Clerk)

GB/35/20 Apologies for absence

Action

No apologies for absence were received from Mrs R Gear.

It was
resolved
that the governing body did not consent to this absence.

GB/36/20 Declaration of interest

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

Review and sign Register of Business Interest/Declaration of Eligibility

Review and sign Governor Code of Conduct

All governors agreed to read and complete all forms via an electronic declaration on GovernorHub. Some governors reported difficulty completing the electronic declarations but will attempt to do it again. If this is not possible the Headteacher will arrange for paper copies to be signed.

ALL

GB/37/20 Review of membership

The clerk highlighted the following vacancies on the governing body:

One Staff governor vacancy.

Mrs Crawford joined the governing body in November 2017 as a parent governor but has since become a member of staff at the school. The Headteacher suggested that Mrs Crawford is reappointed as a staff governor.

CLERK

All governors **agreed** to reappoint Mrs Crawford as a staff governor.

Mrs Crawford informed governors of a potential parent who may be interested in the parent governor vacancy. The parent applied to be a governor at the last election but narrowly missed out.

Two Co-opted governor vacancies.

The Headteacher had previously had an expression of interest from parent Mrs Sally Charles, to become a co-opted governor but this had been delayed because of Covid-19 restrictions. Following on from virtual discussions with both Mrs Charles and the Chair, the Headteacher suggested Mrs Charles is appointed as a co-opted governor.

CLERK

All governors **agreed** to appoint Mrs Charles as a co-opted governor.

HEAD

One Local Authority governor vacancy.

Due to Covid-19 restrictions this is ongoing.

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

GB/38/20

Parent governor Mrs Lesley Harper, 21st March 2021.

Determination of term of office for Chair and Vice-chair

The governors agreed to continue with a one-year term of office for both Chair and Vice-chair.

GB/39/20

Election of Chair

The current Chair, Mr Smith, informed governors that he would like to step down from the role due to work load commitments but would like to remain as a Co-opted governor. Mr Smith has completed 15 years on the governing body as both Vice-chair and then Chair. Mr Smith nominated Mr Roebuck to be appointed as Chair, emphasising that Mr Roebuck has been Vice-chair for a while and has an awful lot to offer.

Mr Roebuck was proposed and seconded for the position of Chair. There were no other nominations. Mr Roebuck left the meeting whilst governors considered the nomination. Following a vote, it was

resolved

that Mr Roebuck be appointed as Chair of the governing body.

CLERK

GB/40/20

Mr Roebuck returned to the meeting and the clerk advised of his election.

Election of Vice-chair

The Headteacher nominated Mrs Harper to be appointed as Vice-chair.

Mrs Harper was proposed and seconded for the position of Vice-chair. There were no other nominations. Following a vote, it was

resolved

that Mrs Harper be appointed as Vice-chair of the governing body.

Mrs Harper returned to the meeting and the clerk advised of her election.

GB/41/20 Approval of minutes of Summer Term meeting and any addition special governing body meetings

The minutes of the summer term meeting held on Monday 22nd June 2020 having been previously circulated were confirmed and signed by the chair.

Review of actions

All actions have been completed.

GB/42/20 Receipt of minutes and approval of policies from committees and working parties

Governors noted that the Finance, Personnel and General Purposes Committee and the Pupils and Strategic Development Committee did not go ahead as a result of Covid-19. The Chair **asked** if there were any hot topics that needed discussing at a committee meeting due to previous meetings not going ahead? The Headteacher confirmed that a Finance Committee was needed to look at the budget reforecast. Jackie Steel would also like to discuss the cost of afterschool club which currently stands at £7.50 per child. The Chair **queried** the charge for other providers? It is thought to vary with child minders charging up to £20 per hour. It was **agreed** that the Finance Committee will take place on Monday 30th November 2020, 6.00pm.

All key policies have been reviewed over the summer and are published on the school website and on GovernorHub.

- Keeping Children Safe in Education
- Child Protection Policy
- Pay Policy
- Appraisal Policy
- Health and Safety Policy

Governors unanimously **agreed** to accept and adopt the above policies.

GB/43/20 Financial reporting

Schools Financial Value Standard (SFVS) for 2020-21

The SFVS will be completed in the spring term ready to be submitted to the NCC schools finance team by 31st March 2021.

A governor **asked** if the SFVS for 2019-20 was submitted ok?

The Headteacher informed governors that due to the Covid-19 pandemic the 2019-20 SFVS was not required.

A governor **suggested** that the 2020-21 SFVS will require some time to be spent on it because of the significant financial changes.

Year-end re-forecast

The Year-end re-forecast was completed with Finance on 9th October 2020 ready to be submitted to NCC finance by 30th November 2020. This will be discussed further at the Finance Committee on 30th November 2020.

Governors' Year End Financial Statement for 2019/2020 (including the Committed Balances Return 2019/2020) for information

The Governors' Year End Financial Statement was completed at the Summer term FGB meeting and will be revisited at the Finance Committee on 30th November 2020.

GB/44/20 Headteacher's report

The Headteacher discussed his report which had been previously circulated on GovernorHub.

Class Numbers and Attendance

Overall 322 children attend Holly Primary School. 40 children attend Reception which is 4 less than last year. This has a £12k negative impact on the school budget.

Whole school attendance is pleasingly above the National average at 96.45%. Children are absent due to self-isolating however, there is a new daily code to use for Covid-19 related issues which doesn't affect attendance. The Chair commended the attendance figures and emphasised how parents must feel that the school is a safe place to send their children. The Headteacher agreed and commented on how well the reopening of school on 1st September 2020, had rolled out. Parents have a lot of confidence in the school.

There were no exclusions last year.

There were no physical interventions last year.

A child in Reception has extreme complex needs. He receives guidance and support to transition him into school life. He currently receives 1-1 adult support until 11.30am. Outside agencies are working with school to coordinate plans.

Staffing

The advice regarding pregnant members of staff keeps changing. As of 22nd September 2020, staff who are pregnant can continue to work in school after 28 weeks with extra precautionary measures in place. Mrs Topliss and Miss McGuinness have begun their maternity leave. Both intend to return to school in July 2021. Mrs Topliss intends to apply to return on a reduced contract. Miss Beety is pregnant and will begin her maternity leave in February 2021. Miss Beety intends to apply to return on a reduced contract. The interviews for a permanent Key Stage One replacement from January 2021 took place on 7th October 2020. The school received over 45 applications.

Miss Bruce (Mid-day supervisor) resigned in September 2020. An advert has been placed.

Some breakfast, after school club and mid-day supervisory staff were furloughed from March 2020-September 2020. Others, with more substantial roles continued to be deployed.

From September 2020 after school club staff have been redeployed into cleaning and breakfast club roles.

Three teaching students from the University of Nottingham/Nottingham Trent University have settled into school really well. All risk assessments have been completed. The school takes pride in supporting the local universities.

Staff are often absent through either self-isolation, awaiting test results or contacted via track and trace. This leads to disruption to children's learning since one or two members

of staff are off per week. Internal staff arrangements, including the Headteacher stepping in to teach, have worked so far and therefore no external supply staff have been utilised.

FSM

There are 30 pupil premium children, and these therefore attract extra funding of £1625 per pupil. This includes 4 service children and 26 free school meals, increased by 8 the previous term.

Standards and Achievements

All planned tests for 2020 were cancelled because of the pandemic. The intention from the DFE is that all tests will resume this year. The Year 1 Phonics Test will take place during this Autumn Term for the Year 2 children. Resits for the Year 2 children will take place in June alongside the current Year 1 children.

Internal assessments for children in Year 1-6 will be held in the first two weeks after half term.

Current School Improvement Priorities

The School Improvement priorities will continue from March 2020 and feed into the new School Improvement Plan.

To develop a school wide strategy for blended learning that secures a continuation of intended learning, in the event of a positive test result for Covid-19 disrupting onsite learning for an individual, group or all children in the school.

The Headteacher highlighted the above new priority on the SIP. It is now compulsory for schools to offer the same education for children able to attend school and those who must do remote learning.

Health and Safety

A fire practice was completed on 2nd September 2020 and the whole school evacuated successfully. Each bubble has their own space to line up. Termly practices will continue.

Finance

The mid-year reforecast with Finance occurred on 5th October 2020. This will be fed back at the Finance Committee on 30th November 2020.

School's income via donations has been significantly hit since March 23rd 2020. There has been no Breakfast Club, After School Club, Scout, Beaver or general school fundraising. This is expected to equate to a £50k deficit. If the school remains without this income until April 2021 the deficit will rise to £100k.

The after school provision is going to start after half term because it has not been financially viable to continue with it this half term. Last week alone the school were at a £90 loss. The Headteacher will review the use of after school provision after half term and consequently the roles of the two members of staff. This will be discussed at the Finance Committee on 30th November 2020. So far there has been a lower uptake in numbers for after school club in November.

A governor **asked** if families book on daily or weekly?

The Headteacher advised that there isn't a pattern of families who need the provision every night, it is often used quite sporadically.

A governor **questioned** how many children usually access the provision?

Around 17 but currently only between 2-5 children.

Breakfast club is up and running across four year groups and also has a lower uptake with around 20 children attending compared to a pre-Covid-19 number of 80. This is slowly increasing nevertheless; this loss of income will impact on the budget. The staffing

arrangements for breakfast club is working well since there are four bubbles. One member of after school club staff now works at breakfast club.

Catch up funding is yet to be released to schools. School will receive £80 per pupil in Years 1-6, £22K by the end of October. Unfortunately, the school will not receive any funding for children in the Foundation Stage. The money is to be spent on how the school feels will best enable pupils to catch up. X30 Chromebooks are being considered to enable children to take home the current iPads if needed to work from home, as well as after school tuition and internal catch up systems.

Extra cleaning is a daily occurrence. A £5,500 claim to the Department for Education for extra cleaning and used cleaning materials has recently been approved.

The school receive a daily Government DFE advice update at approximately 2pm which results in the SLT having a large amount of work to do later on in the school day.

A Staff Protocol document is available for all staff members to use which addresses the latest Government guidance for schools. This is available on GovernorHub for governors to view. Staff and children's health and well-being is vitally important and is continuously being monitored. The behaviour of the children continues to be really positive however, it is evident that some children are ready to break out of their small bubbles. Children are being told exactly where they can play and who they can play with when outdoors which is difficult for them. This sometimes results in them getting frustrated and is impacting on some children's mental health. More PSHE lessons are going to be revisited.

Indoor PE over the winter is an issue with the hall currently being used as a classroom. Currently Nottingham Forest Football Club are attending school and today have provided a footgolf lesson for the children. Mr Bennett observed the children thoroughly enjoying this and being very enthusiastic.

GB/45/20 Update on appraisal process for Headteacher and staff

Confirm external appraisal advisor for the Headteacher

The Headteacher is going to contact The Education Improvement Service to request the details of available advisors. These will be forwarded to Mr Roebuck and Mrs Harper for consideration.

**HEAD
NR
LH**

Confirm/appoint appraisal governors

The newly appointed Chair of governors, Mr Roebuck and Vice-chair Mrs Harper were confirmed as the appraisal governors.

Confirm Quality Assurance arrangements

Mr Smith will quality assure the process.

GB/46/20 Receive headteacher's annual report on whole school appraisal process and consider/ratify headteacher pay recommendations for all staff

Review Appraisal policy in line with recommended changes from HR Provider

The Headteacher explained that governors were to make a decision on the Teacher's Pay Award. Option A – agree Teacher's pay scales in line with National and County recommendations. Option B – agree own pay scales with consultation with Local Authority.

Governors unanimously **agreed** on option A.

This decision will be sent to payroll.

The school budgeted for a 2% pay increase for both Teachers and non-teaching staff however, the pay award has been approved at 2.75%. This will have a negative impact on the budget and will take a larger amount of the surplus than expected.

Ensure effective appraisal arrangements for all staff are in place

Team leaders have agreed performance targets and action plans that link to this year's School Improvement Plan. The focuses are raising the quality of teaching, to raise standards (progress & attainment) through teaching and learning, narrowing the gap for vulnerable children. The targets from the last academic year have rolled over into this where appropriate.

Ensure timetable in place for termly reviews

The appraisal process for teaching staff is in place and will be completed this half term.

GB/47/20

Review of delegation and organisation of committees

Agree committee structure and membership of committees

Governors **agreed** to continue with the current committee structure for the Autumn term. This will be an agenda item for the Spring term meeting to allow for any new governors to be present.

Finance, Personal and General Purposes Committee: Mr Smith, Mr Roebuck, Miss McGuinness, Mrs Crawford, Mrs Harper, Miss Salter, Mr Bennett, Mrs Gear.

Pupils and Strategic Development Committee: Mr Smith, Mr Roebuck, Miss McGuinness, Miss Salter, Mr Bennett, Mrs Gear.

Pay Committee: Mr Smith, Mrs Harper, Mr Bennett, Mrs Gear.

Approval of scheme of delegation/decision planner 2020/21

The Scheme of Delegation is complete and available on GovernorHub.

Governors unanimously **agreed** to approve the Scheme of Delegation.

Note annual planner 2020/21 to support agenda setting

Governors noted the annual planner 2020/21.

Policy checklist 2020/21 – statutory policies for schools

Governors noted the policy checklist. All policies are reviewed regularly.

Appointment/re-appointment of link governors

The Headteacher requested governors to express their interest in becoming the Pupil Premium governor. Miss Salter expressed her interest and asked if the role would include visits into school? Mr Bennett agreed that visits take place once every half term to complete learning walks and to look at children's work. All workbooks are left untouched

AGENDA

for 72 hours prior to any visits as part of the Covid-19 safety measures. Due to being high risk with regards to Covid-19, Miss Salter questioned if another governor would be happy to take this role in the short term until it is safe for her to take over. Mrs Harper agreed to take on the Pupil Premium governor role. Miss Salter agreed to take on the Training governor role as this can be fulfilled remotely. Other Link governor roles will remain as follows for the Autumn term. This will be an agenda item for the Spring term meeting.

AGENDA

GDPR – TBC
Appraisal – Mr Roebuck, Mrs Harper, Mr Smith (QA)
Training – Miss Salter
Anti-Bullying – TBC
Pupil Premium – Mrs Harper
Safeguarding/Child Protection – Mrs Crawford
Early Years – TBC
Health & Safety – Mr Smith
Looked After Children – Mrs Crawford
Years 1 & 2 – TBC
Years 3 & 4 – Mrs Harper
Years 5 & 6 – TBC
Schools Sports Funding – TBC
Complaints – Mr Smith

GB/48/20

Information from the Corporate Director for consideration and action

- School Appraisal Policy, School Pay Policy, Teachers Pay Award and other HR updates September 2020
- Considering Everyone's Wellbeing in Schools
- School Travel Toolkit

The clerk highlighted the above reports and the governor actions.

The Chair **queried** if the staggered start and end times to the school day were helping with parking issues?

The Headteacher agreed that this was definitely helping.

The Chair **questioned** if the staggered times could continue post Covid-19?

The Headteacher reported that he would like to continue with the staggered times, highlighting that it creates a natural flow to the beginning and end of each day. Between 8.30am-8.50am the children are engaged in a holding activity such as reading or hand writing and then lessons start at 8.50am. This ensures that all children have the same amount of lesson time. My Bennett agreed that this is working very well across school.

GB/49/20 Safeguarding information for consideration and action

Assurance of statutory safeguarding arrangements in Nottinghamshire Schools, colleges and independent providers

Governors agreed to read part 1, part 5 and annex A of the 2020 Keeping Children Safe in Education and will declare this on GovernorHub.

ALL

Safeguarding Children in Education: Annual self-audit tool 2020-21 plus supporting guidance

The Annual Self-Audit Tool was completed by the Headteacher and the Safeguarding governor Mrs Crawford, on 15th July 2020 and returned to Cheryl Stollery.

Mrs Crawford reported that everything was up-to-date and very satisfactory.

GB/50/20 Receive report from Data Protection Officer and Information Governance Governor

There have been no new data breaches or subject access requests.

GB/51/20 Communication

From Chair

There was no further communication from the Chair.

From Headteacher

There was no further communication from the Headteacher.

From Clerk – Governor Newsletter – first Autumn term edition

A number of articles were highlighted for governors to note including:

- P3) Adopting the Local Authority Model Complaints Policy in full.
- P5) Governor Conference being held via webinars
- P6) Safeguarding News
- P8) Universal Catch-up Premium for 2020-21 and the National Tutoring Programme
- P14) Heads' and Chairs' briefing sessions are online

GB/52/20 Report from training co-ordinator including review of governor training requirements (including safeguarding) for 2020/21

Due to the current Covid-19 situation governors have not been able to attend any training sessions as they have all been cancelled.

The clerk advised of the replacement Governor Conference webinars and the online training available via the Governor Newsletter.

GB/53/20 Governor monitoring visits

Due to the current Covid-19 situation visits into school have not been possible.

Mr Smith has an upcoming Health and Safety visit next half term.

Mr Roebuck was involved in the interview process on 7th October 2020. Mr Roebuck commended the Headteacher and all school staff on the measures they have put in place including one-way systems and track and trace, to make the school Covid-19 secure. Mr Roebuck was very impressed with his first visit to the school this academic year.

Governors are kept up to date with important information via GovernorHub and email.

GB/54/20 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

Governors received and read all documents prior to the virtual meeting.

Governors ratified a selection of policies and significant documents.

Governors engaged in discussions and asked robust questions throughout the meeting about attendance, Pupil Premium, funding, finance and Covid-19 implications.

Governors remain supportive of the Headteacher and all the changes that are occurring due to the Covid-19 restrictions.

GB/55/20 Confirmation of dates for 2021

The governing body

agreed

Spring Term – Monday 8th February 2021 at 6.00pm
Summer Term – Monday 21st June 2021 at 6.00pm

ALL

GB/56/20 Determination of confidentiality of business

It was unanimously

resolved

all papers and reports be made available as necessary.

The meeting closed at 7.28pm.

Signed:



(chair) Date: 8.2.21