

MINUTES OF MEETING

School: Holly Primary School
Meeting title: Autumn term meeting of the governing body
Date and time: Monday 8th November 2021 at 6.00pm
Location: At the school

Membership

'A' denotes absence

Mr D Bennett
Mrs H Berry
Mrs S Charles
Mrs E Connall
Mrs E Crawford
Mrs L Harper (ViceChair)
A Mr N Roebuck (Chair)
Miss J Salter
Mr N Smith
Mr D White (Headteacher)

In attendance Miss S McGuinness (Observer)
Sarah Saxton (clerk to the governors)

GB/39/21 **Apologies for absence** **Action**

Apologies for absence were received from Mr Roebuck.

It was

resolved

that the governing body consent to this absence.

GB/40/21 **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 have completed the above forms. Governors were also shown how to complete electronic declarations on GovernorHub.

GB/41/21 **Review of membership**

The clerk highlighted the following vacancies on the governing body:

One Co-opted governor vacancy.

One Local Authority governor vacancy.

Governors **asked** if there had been any interest in the vacancies?
The Headteacher confirmed that there had only been further interest from staff, but the constitution of the governing body does not allow for any more staff governors. Governors engaged in a discussion about the knowledge and skill set of the governing body and felt that nothing was drastically missing therefore the vacancies will remain an ongoing task.

There is currently no upcoming end of term of office.

GB/42/21 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 ViceChair.

GB/43/21 Election of chair

The clerk took the Chair and asked for nominations for the office of Chair.

Mr Roebuck was proposed and seconded for the position of Chair. There were no other nominations. Following a vote, it was

resolved

unanimously that Mr Roebuck continue in the role of Chair of the governing body.

Mr Roebuck was absent from the meeting and therefore will be advised of his election.

CLERK

GB/44/21 Election of vice-chair

The clerk asked for nominations for the office of ViceChair.

Mrs Harper was proposed and seconded for the position of ViceChair. There were no other nominations. Mrs Harper left the room whilst governors considered the nomination. Following a vote, it was

resolved

unanimously that Mrs Harper continue in the role of ViceChair of the governing body.

CLERK

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

GB/45/21 Approval of minutes of summer term meeting and any additional special governing body meetings

The minutes of the summer term meeting held on 21st June 2021, having been previously circulated, were confirmed and signed electronically by the Chair.

Review of actions

All actions have been completed.

GB/46/21 Receipt of minutes and approval of policies from committees and working parties

The minutes of the autumn term Finance and General Purposes Committee held on 1st November 2021 will be ratified at the next Committee meeting on 31st January 2022.

The minutes of the autumn term Strategic Development Committee held on 1st November 2021 will be ratified at the next Committee meeting on 31st January 2022.

Approval of

Anti-Bullying Policy

Appraisal Policy

Assessment Policy

Attendance and Behaviour Policy

Breakfast Club and After School Club Policy

British Values Policy

Child Protection Policy

The Headteacher informed governors that photos of the appropriate members of staff are included within the Child Protection Policy. Moving forward, photos will be put on all appropriate policies.

Child Protection Referral Flowchart

Complaints Policy

Confidentiality Policy

Data Protection Policy

Disability Policy

Employee Code of Conduct

The Headteacher explained that the Code of Conduct outlines what is expected of all members of staff at the school. This is also gone through during induction with any students in the school. The Headteacher highlighted the social media and mobile phone section of the policy which is often discussed with staff in school.

Equality and Race Policy

Internet Policy

Lettings Policy

Medicines and First Aid Policy

Mental Health and Well Being Policy

Peer on Peer Sexual Abuse Harassment Policy

Physical Intervention Policy

PSHE Policy

Pupil Digital Acceptable Use Agreement

SRE Policy

Staff Visitor Governor Digital Use Agreement

Teaching and Learning Policy

Use of Children's Photographs Policy

Violence to Staff Policy

Visitors and VIP's to School Policy

Governors unanimously **agreed** to approve the above Policies.

GB/47/21

Financial reporting

Schools Financial Value Standard (SFVS) 2021-2022

The SFVS will be completed in the Spring term ready to be submitted to the NCC schools finance team by 31st March 2022.

Year-end re-forecast

The Year-end re-forecast was completed at the Finance and General Purposes Committee on 1st November 2021.

Governors' Year End Financial Statement for 2020/2021 (including the Committed Balances Return 2020/21) for information

The Governors' Year End Financial Statement was approved at the Finance and General Purposes Committee on 1st November 2021.
The total school balances carried forward into 2021/22 are £117,459,62.

GB/48/21 Summary of Headteacher's report and governors' questions and challenge

The Headteacher welcomed questions about his report which had been circulated on GovernorHub in advance of the meeting.

Class Numbers

The total number of children on role is 311.
One child has recently joined Year 1 and there is an ongoing appeal for a place in Year 3 and Year 5. Two appeals were successful for Reception 2021 and one appeal was successful for a Year 3 place. All year groups are full apart from Year 1.

A governor **asked** if the pan is still 40?

The Headteacher confirmed the pan is still 40.

Attendance

Attendance is being tracked however, the Headteacher explained that it is difficult due to any Covid related absence being authorised. The higher than normal attendance levels are directly linked to the pandemic. Since September 1st, 2021 3 staff have tested positive for Covid-19, 3 staff have been absent for isolation reasons, 3 staff have been absent for medical reasons, 18 children have tested positive for Covid-19 and 57 children have needed to self-isolate for a period of time.

Governors **noted** that today is the first day in the autumn term that no staff have been absent due to Covid related issues.

- Confidential item

Staffing

Governors **noted** the members of staff who have returned from/began their maternity leave.

Miss Nida Altaf has been appointed as a temporary Teacher to cover the Year 3/4 class until the end of the summer term 2022.

Two teaching students have joined the school from the University of Nottingham this term as part of their teacher training. They are based in Miss Patterson's Year 3 class.

FSM and SEN

Governors **noted** the number of Pupil Premium children and the number of children with SEN support.

Governors were provided with a report from the Family SENDCo.

Standards and Achievements

The Headteacher informed governors that all testing will resume as normal this academic year. Children in Reception have been baseline tested and the results will be used to judge the school's progress once the children leave Year 6 in 2027. School engaged in the Year 4 optional practice Multiplication Tests last year.

There was no pass mark on this, but the children did really well.

A governor **queried** if there had been any Ofsted guidance on expecting a dip in achievements?

There has been no guidance regarding a dip however, Ofsted will be asking schools what they are spending the catch-up funding on and making sure that it is being spent correctly.

The Headteacher advised that the school have had lots of families reaching out for emotional support for their children since the pandemic. The SENDco is extremely busy and there is currently a 2-year delay for help from outside agencies. All staff have had additional emotional/mental health training. The school will soon have 3 Teaching Assistants who are qualified ELSAs (Emotional Literacy Support Assistants). Mrs Gemma Jarvis is going to be the schools Mental Health Lead once she has completed the Government Mental Health Training.

Health and Safety School Building

Miss Paterson's classroom ceiling is now fixed and no longer leaks. Several trees were felled during the summer holidays without the school's consent. The school are awaiting a quote to remove the trees.

A governor **asked** if there had been any other issues with this area?

The school have received a request for the edge to be trimmed down but this cannot be done at the moment because of the nesting season.

Mrs Harper informed governors that she will arrange a social morning to ask for parents help to work on the nature area.

Whole school assemblies are yet to return as a result of the high rates of transmission in the area. Assemblies are running effectively on Teams but will move back to the hall when it is safe to do so. Festive performances will be practised outside. The hall is now used as normal for Breakfast/After school club, Sports, Music and Drama.

LH

Finance

Scouts and Beavers has now resumed.

A governor **asked** how Scouts and Beavers are doing now?

They are using both the inside and outside areas and clean everywhere down once they are finished. They still have fairly low numbers but are happy with that for the time being.

A governor **questioned** if more children are accessing Breakfast club and After school club?

Breakfast club is well used with approximately 40 children per day. After school club numbers range between 6-16. This service is financially breaking even, and numbers are slowly increasing.

The Headteacher would like to have an after-school club every evening to ensure all year groups are covered. The Headteacher is meeting with a Sports Coach on 12th November to discuss archery, gymnastics and a rock band club.

A governor **asked** how the Lacrosse club is going?

Really well and the Football club for the Foundation Stage is also going well.

A governor **queried** if there are any music related clubs?

Choir club is on hold because of the pandemic.

Other items

The school intends to use BACS payments from January 2022. The School Business Manager Jacqui Steel, and the Headteacher will be the Authorisers and Liz Tyler and Mel Trenowden will be the inputters. It was noted that any transactions over £5000 will require two signatures. Governors unanimously **agreed** to approve this.

Mr Smith received his Employee recognition letter for 15 years at Holly Primary.

A large dog litter bin had been placed outside the school entrance by Mansfield District Council. The Headteacher requested this to be moved as it is unpleasant and unnecessary outside to the school. This has now been removed.

A governor **asked** if the school could ask the children to make some signs for the route to school regarding the dog mess?

The Headteacher will put this forward to the school council.

HEAD

Confirm external adviser

The Headteachers external advisor for this academic year is Mr Peter Mansfield and an appraisal meeting is scheduled for the 15th November 2021.

Confirm/appoint appraisal governors

Mr Roebuck and Mrs Harper were confirmed as the appraisal governors.

Confirmation of the Quality Assurance arrangements

Mr Smith quality assures the process.

GB/50/21 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 Appraisal Policy and pay recommendations were considered and ratified at the Pay Committee on 21st June 2021.

Ensure effective appraisal arrangements for all staff are in place

The appraisal process for Teaching Staff is in place. Team leaders have agreed Performance Targets and action plans that link to this year's School Improvement Plan.

Ensure timetable in place for termly review

Timetables are in place for all Teacher appraisals.

GB/51/21 Information from the Corporate Director for consideration and action

- Spotlight on Disadvantage
The Headteacher informed governors that Mr Bennett has been working on the schools Pupil Premium strategy which will be completed by December 2021.
- Personal and Intimate Care and the Administration of Medicine Policies for Nottinghamshire Maintained Schools
A governor **asked** if the schools Personal and Intimate Care Policy had been updated?
The Headteacher confirmed that the policy had not yet been updated. The policy will be updated, reviewed and approved.
A governor **queried** if there are any children within school that this policy applies to?
Some children in Foundation One wear nappies therefore the policy will apply to them.
- HR updates. School Teachers Pay Award, School Pay Policy, Appraisal Policy, Safer Working (recruitment and selection) and other information

The clerk highlighted the above reports and governor actions.

GB/52/21 Safeguarding information for consideration and action:

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

HEAD

All governors will read part one of KCSIE 2021 and will declare this on GovernorHub.

ALL

The whole school policy for child protection was reviewed and unanimously approved by all governors.

Safeguarding Children in Education: self-audit tool 2021-22 plus supporting guidance

The Headteacher and Mrs Crawford completed the self-audit on the 10th September 2021. The completed audit was presented to governors. Governors **approved** the audit which will be returned to Cheryl Stollery by 20th December 2021.

GB/53/21 Receive report from Data Protection Officer and Information Governance governor

Mr Bennett reported that there had been no data breaches, subject access requests or freedom of information requests this period.

GB/54/21 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 - Autumn term 1st edition

P2) Governor Services – National updates and information
P12) Launch of the new package of support for Headteacher Appraisal
P13) School admissions information

Governor Newsletter – Autumn term 2nd edition

P2) Schools and early education update. Getting the best out of GovernorHub. Ready for inspection.

P4) Chairs and New to Governance Networks & Governor Conference

P6) Safeguarding – KCSIE 2021 and Child Protection Policy

P8) Active Notts – Notts Primary PE, Sport and Physical Activity Conference 2021

P9) Special Educational Needs and/or Disability Data Profile

The Headteacher shared the schools SEND Data Profile with governors.

P11) HR Updates – including the finalised School Pay Policy 2021 and Appraisal Policy 2021

P14) Heads and Chairs Briefing and Governor Learning and Development

GB/55/21 Meeting protocols and format for 2021-22

Governors unanimously **agreed** to meet face-to-face for future meetings.

GB/56/21 Report from training co-ordinator including review of governor training requirements for 2021/22

Miss Salter informed governors that she has increased her working hours and would like to concentrate her governor time on her Pupil Premium link governor role.

Mrs Harper asked if any governors would like to take on the role of training co-ordinator. Mrs Connall expressed her interest in the role. There were no other expressions of interest. Mrs Connall was appointed as the training co-ordinator. Miss Salter and Mrs Connall will discuss the role and hand over all training co-ordinator documents.

Mrs Connall has completed her New Governor Induction training.

Mrs Berry is awaiting confirmation to complete her New Governor Induction training.

Mr Smith was unable to attend the Health and Safety training, this will be rearranged.

Mrs Crawford is booked onto the Safer Working in Schools training on 9th November 2021.

JS

EC

HB

NS

EC

The autumn term schedule of training courses was noted by all governors.

GB/57/21 Governor monitoring visits

Governor monitoring visits are now welcomed in the school.

Governors were encouraged to contact their link staff member if they had not yet heard from them regarding a visit during the autumn term.

Mr Smith will arrange a Health and Safety visit.

Mrs Charles will meet with the Headteacher to discuss School Visits.

Mrs Berry will meet with Mr McIlwaine to discuss SEND and the Curriculum.

Miss Salter has a visit booked week commencing 15th November 2021 to discuss Pupil Premium with Mr Bennett.

Mr Roebuck will engage in a Finance visit with Jacqui Steel.

Mrs Crawford will discuss Safeguarding and Child Protection with the Headteacher/Designated Safeguarding Lead.

GB/58/21 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 read, approved and asked questions about a selection of policies and reports.

Governors challenged and held the Headteacher to account by asking robust questions about the governing board vacancies, academic achievements, the school grounds and Breakfast and After-school clubs.

Governors ongoing engagement with the school through monitoring visits and training.

GB/59/21 Confirmation of dates for 2022 – to be agreed at the meeting in conjunction with the clerk

The governing body

agreed

Spring term 2022 – Monday 7th March 2022 at 6.00pm

Summer term 2022 – Monday 13th June 2022 at 6.00pm

ALL

GB/60/21 Determination of confidentiality of business

It was

resolved

that parts of item GB/48/21 be deemed as confidential; all other papers and reports be made available as necessary.

The meeting closed at 7.06pm.

Signed:



(chair)

Date: 07/03/2022

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