

MINUTES OF MEETING



**Nottinghamshire
County Council**

School: Holly Primary School
Meeting title: Autumn term meeting of the governing body
Date and time: Monday 10th September 2022 at 6.00pm
Location: At the school

Membership

'A' denotes absence

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

In attendance Ms Sarah Oakey (clerk to the governors)
Miss S McGuinness (Headteacher)

GB/38/22 Apologies for absence

Action

Apologies were received from Mrs Joanne Salter as she is unavailable for this meeting due to other priorities.

Apologies were received from Mr Smith Roebuck due to family commitments.

It was resolved

that the governing body consent to this absence.

It was discussed that the two parent vacancies are coming up shortly and the governing body would benefit from at least one person with financial skills

GB/39/22 Declaration of interest

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

Mr White requested that all members ensure that they confirm that they have read and electronically signed the documents forms, Code of Conduct and KCSIE on Governor Hub as soon as possible

All Gavs

GB/40/22 Review of membership and terms of office ending in the next 12 months

Mr Roebucks' term of office (including role as Chair) is coming to an end on 21st October 2022 and he formally stepped down from this role prior to this meeting as he was unable to attend.

Miss Salter' term of office ends on 29th November 2022 and will leave a Parent Governor vacancy (discussed later in the meeting).

Both Mr Roebuck and Miss Salter previously confirmed that they would not be able to continue supporting the governing body in any capacity, due to other commitments and are to leave at the end of their current terms of office.

The governing body thanked them for their support over the last few years. Recruitment for new parent governors will need to be undertaken this term.

The Local Authority governor vacancy in the process of being taken by Mr Dubowski. He has completed the relevant paperwork and it is currently with the LA for authorisation.

The clerk highlighted the following ends of term of office on the governing body:

Mr Dan Bennett 23/06/23

Approved

GB/41/22 Determination of terms of office for chair and vice-chair

The term of office for the chair will be 2 years

GB/42/22 Election of Chair

Governors were invited to nominate a Chairperson to replace Mr Roebuck. Mrs Harper received several nominations and left the room at 6.05pm.

Governors discussed Mrs Harpers' skills and suitability for the Chair vacancy and unanimously agreed to vote Mrs Harper as a Chair.

Mrs Harper was invited back into the room at 6.06pm and was welcomed as Chair for a 2 year term of office. The governing body congratulated Mrs Harper.

Approved

GB/43/22 Election of Vice Chair

The Chair asked for nominations for a Vice Chair to fill the vacancy her appointment had now left, and Mrs Berry received two nominations. Mrs Berry left the room at 6.09pm.

All governors voted for Mrs Berry to become Vice Chair and she was invited back into the room in her new role.

Approved: Chair, Mrs Harper and Vice Chair, Mrs Berry as of 10.10.22.

GB/44/22 Approval of minutes of spring term meeting and any additional special governing body meetings

The minutes of the summer term meeting held on Monday 13th June 2022 having been previously circulated, were confirmed and signed by the chair electronically.

Review of actions

Mr White appraisal needs to be completed by end of December and Mrs Harper will finish this off, with Mr Smith for quality assurance.

LH/NS

Staff Room action – ongoing.

All other actions have been completed.

GB/44/22 Receipt of minutes and approval of policies from committees and working parties

- Review of actions – nothing outstanding.
- Approval of Child Protection Policy
- Arrangements for Pay Committee (meeting 10/10/22)
- Collaboration update / JCC dates
- Draft Collaboration Agreement for sign off - Mr Smith stated there weren't many comments regarding the document put onto Gov Hub. The agreement appears to be reasonable and straight forward. Mrs Charles and Mr Smith mentioned that there will be termly meetings with the other schools and would feedback following the meetings. Mr Bennett mentioned that the Headteacher appraisal would cover both schools with Peter Mansfield from NCC, and there would be school specific items included. Mr Smith suggested

Mrs Harper volunteered to carry out the appraisal on behalf of Holly, and there will need someone from Woods.

Action: Mr Bennett to seek someone from Woods on Wednesday at their meeting.

DB

Everyone is still happy to continue with the collaboration and Mrs Harper will sign the document.

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

GB/45/22 Overseeing Financial Performance - Financial reporting

Teachers Pay Award September 2022 - At the time of writing this report, the teachers' pay award is not yet confirmed by the Department for Education (DfE), Schools should therefore plan for implementation in the November payroll.

The proposals for 2022/23 effective from 1 September 2022 include:

- 8.9% uplift to the starting salary of £28,000 for early career teachers,
- 5% - 8% for all other teachers paid on the Main Pay Range.

- 5% for teachers the Unqualified Teachers pay Range (UTR), Upper Pay Range (UPR), Leading Practitioners Pay Range (LP) and Leadership Pay Range (LPR).
- A 5% increase to all Teaching and Learning (TLR) and Special Educational Needs (SEN) allowances.

The proposals for 2023/24 - have not been accepted.

Funding – There is no additional funding for the pay award

Performance related pay progression - teachers and leaders eligible to progress on their respective pay range will receive an additional % increases. in accordance with the Nottinghamshire School Pay Policy 2021, Guidance and Toolkit 2021 which are available here Pay Policy Updates 2021.

Support Staff Pay award effective from 1 April 2022 - a revised offer has been made to the trade unions in July 2022

The HR Service letter 6 September 2022 - sets out the DfE proposals in full, Teachers Pay Award Interim Letter – 6 September 2022

The School Pay Policy for 2022/23 - will be updated and published on 4 November 2022

In summary; The Mid-Year reforecast with Finance will be in place on 8th November.

The additional £3,625 to support the pupil premium children as part of the recovery pledge by the Government is being spent of bespoke package of support (see hyperlink within HT report) for identified vulnerable readers across school. There will also be a package of 6 weeks National Tutoring to work with identified children.

The school recovery budget is equivalent to roughly 15 days of supply. Mr White and staff are mindful that children aren't taken out the classrooms so much that they miss out on other classroom learning.

Schools Financial Value Standard (SFVS) for 2022-2023

The SFVS will be completed and approved before submitting it to NCC Schools Finance Team by the 31 March 2023.

Year-end re-forecast:

This will be scrutinised and completed in full at the Finance and General Purposes Committee meeting on 7th November 2022

Teachers are likely to get a 5% pay rise and currently these pay rises will come out of existing budgets.

The Finance committee meeting is due to take place on 7th Nov and all finance issues will be discussed then.

Governor question: will school manage the energy bills considering the rise in costs?

Answer: We will have to readjust our mid year forecast to include these costs.

Holly needs to increase budget for wood pellets as these have gone up 60% in the last year. The current spend is 16k per year and this is likely to go up another 10-12k.

GB/46/22 Holding executive leaders to account : Summary of Headteacher's report and governors questions and challenge

Mr White briefed the governors on the headteacher's report and highlighted the following:

The schools Visions and Values statement has been refreshed and Rebecca Adlington came to sign the new statement.

There is a reported low birth rate nationally and this may give schools surplus places.

Pupil Numbers

The total number of children on role is 315.

Attendance

Whole school attendance currently stands above the national average. School feels that attendance is still feeling the effects from covid.

There have been no exclusions so far this academic year. Mr White reported that the terminology has changed from 'exclusions' to 'suspensions'.

Racial Incidents/Physical Interventions

There have been no racial incidents or related physical interventions this reporting period.

Staffing

As per the collaboration with Woods Foundation School 2022-23, Mr White (Executive Headteacher), Miss McGuiness (Head of School), Miss Middleton & Mr Bennett (Deputy Headteachers)

There are new ECTs in school who are doing very well.

The updated staffing structure is published on the website for everyone to view, including Ofsted and it is thought likely that Ofsted will visit in March 23.

The Governing Body of Woods Foundation School needs to make a decision around February 23 regarding whether or not the collaboration is carried on into year 2 otherwise it may have implications for staffing.

Governor Question: What is the split for Mr White's time between schools?

Answer: 50/50 presently. Mr White attempts to quality assure that teaching standards are equal in both schools.

It is apparent that focus from Ofsted is not on data but on middle leadership structures, how they present their curriculums, why we do what we do, and outcomes for children. Mr White mentioned again the benefits of sharing practice and good ideas within the collaboration.

Maths – Holly is generally performing above the national average.

Governor Question: are the people who are doing the interventions actually Teaching the children to read

Answer: all aspects of reading (including precision reading; guided and lightening squad) are covered within the program.

Governor Question: could the 100 reads target be relooked at as this seems to be unattainable for some children and parents especially for home reading.

Answer: Mr Bennett will look at more quick wins in terms of reading targets and achievement celebration.

All children will be doing an NTS assessment in the coming few weeks; as well as a phonics baseline.

SIP priorities

Priority 1: To further strengthen leadership and management so that leaders, at all levels, are effective in their role leading to improved outcomes for pupils.

Priority 2 To develop the curriculum so that it provides clear progression in learning and clarity about what knowledge children need to learn year on year.

Priority 3: To further develop positives behaviour and attitudes to learning so that pupils and staff have high aspirations for all pupils and there is clarity around expectations linked to the school's values and visions.

Priority 4: To improve the quality of education for EAL, SEND, disadvantaged and vulnerable pupils through an effective, Pupil Premium strategy with a whole school approach to identify and rapidly close gaps in children's learning. This will ensure that progress accelerates, and gaps are addressed.

Mr White explained the reason behind the priorities chosen for the SIP and these can be viewed on governor hub. Mr White to RagRate the SIP to show us some performance review at the next FGB

Governor Question: how is behaviour information accessible for children with SEN?

Answer: Behaviour sanctions are currently explained to individual children if behaviour becomes an issue, and in each class behaviour expectations are explained.

Governor Question: are SEN children with behaviour issues being tracked so that we can show Ofsted?

Answer: yes, it is all being tracked. Mrs Crawford said that the reward incentives are working very well. The displays are very visual so that all children can access the information even if they can't read.

Miss McGuinness explained that children are placed into houses now and can earn points for their house rather than their class. Mr White mentioned that he is conscious that Holly could not become complacent with regards to behaviour as a whole school approach.

Mr White mentioned external visits to other schools around the city have provided some interesting learning.

DW

Mr White is also keen to self-evaluate in terms of ensuring that what happens on one website – also happens on the other (eg providing links on both websites with information about each other's schools) and Mrs Crawford is to meet with Woods business manager to share good practice.

Carpets were fitted over the summer and the fitters are coming back to deal with the snagging list.

Decking around the pond needs replacing and the tepee needs replacing.

Governor Question: is there a parent who is involved in the decking business that school could utilise?

Answer: yes, business manager to investigate this.

Safeguarding training – it was highlighted that there is a need for a link governor for Pupil premium. Mrs Connall agreed to take on this role going forward.

The headteacher and Chair are confident that all Safeguarding and Child Protection policies are in place.

Governor Question: does school have their own IT system for logging Safeguarding concerns or is it paper based?

Answer:

There is an internal system to record these.

Holly have introduced a virtual tour function on to their website which has proved successful. Curriculum information is now published on the website now also.

Mr White would like to map out a timetable of which governors are coming in when to include onto the plan. Governors agreed that this would be very useful especially if a governor left, so that everyone knows what's going on and it will help to inform any new governors.

Miss McGuinness mentioned that the school needs a curriculum link governor. A discussion took place regarding whether it would be useful to have subject link governors instead of year-based governor links. It was agreed that some subjects could be linked together to make the overall number of subjects easier to manage.

Action: Governor subject links' to be put as an action for the strategic planning meeting due to be held this coming Monday.

EC

Subject Teachers will be invited to the strategic planning committee meeting which governors agreed would be very useful.

A discussion was helped about governor role and responsibilities with regard to safeguarding and keeping up to date.

GB/47/22 Update on appraisal process for Headteacher and staff including an update on the wellbeing of the Headteacher and staff

The Headteacher Appraisal process has been actioned. The Joint Collaboration will need to identify appraisal Governors for this process & suitable dates/venue.

The external advisor for the current academic year is Mr Peter Mansfield. It was agreed that Mr Smith will carry out quality assurance.

GB/48/22 Receive and scrutinise headteachers annual report on whole school appraisal process including

Last year's staff appraisals will be finished off starting next week.

The appraisal process for teaching staff is in place and will be finished starting next week. These will feed into the Pay Committee following this meeting.

Team leaders have agreed Performance Targets and actions plans that link to this year's School Improvement Plan.

GB/49/22 Ensure clarity of vision, ethos and strategic, set by governors

The strategic vision of the school has been updated and children have chosen 10 key themes to add to the vision.

The Strategic Vision and ethos have been approved.
SIP - as detailed within the Headteachers report has been approved.

GB/50/22 Information from the Corporate Director for consideration and action

Pupil Place Planning

Local Authorities have a statutory responsibility to ensure that sufficient school places are available to meet the needs of their local school aged child population. Following the strategic school place planning workshops in April for schools, and as discussed in the headteachers report, the Corporate Director information provides all governors with confirmation that **the birth rate continues to decline** and that many schools over the coming 5 years may need to plan for a reduction in their school population.

Holly Primary is aware of this and will plan how they will perform if pupil numbers reduce.

GB/51/22 Safeguarding information for consideration and action

All Governors:

- Are required to read the whole of KCSIE 2022, as the whole board is responsible for safeguarding, and making sure school's policies, procedures and training are compliant.
- Must also comply with the duties outlined in Part 2 of KCSIE 2022 "The management of safeguarding, the responsibility of governing bodies, proprietors and management committees".

All Govs

The Chair of Governors and the safeguarding governor:

- Should agree with the HT and Senior DSL, the requirements for ensuring that those staff who work directly with children read at least Part one of KCSiE 2022.
- Should also agree and ensure that those staff who do not work directly with children read either Part one or Annex A (a condensed version of Part one) of this guidance.

The NCC and NSCP child protection policy toolkit was published on the 18th July 2022, and emailed to all schools. This document has been tailored to Holly's own safeguarding arrangements and adopted.

GB/52/22 General Data Protection Regulations – Report from Data Protection Officer and Information Governance governor

The DPO is Mr Bennett
The SIRO is the Headteacher

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

GB/53/22 Communication

From Chair

There was no further communication from the Chair.

From Headteacher

There was no further communication from the headteacher.

From Clerk

Ms Oakey was confident that almost all the key issues from the Newsletter had been covered within the meeting, however mentioned the following items:

- Safeguarding updates re KCSiE changes which including training for governors The Annual self-audit tool 2022/23 to be completed by the 20th Dec 2022. Mr White confirmed that Holly Primary has already completed the self-audit.
- National Updates:
 - Requirement to publish school uniform policy
 - Requirement to publish school opening hours on website

Governors confirmed that both the uniform policy and opening hours were published on the website.

- No planet B – The Church of England proposal to be Net Zero Carbon by 2030 and invite to other schools to join them on this journey.

GB/54/22 Report from training co-ordinator including a skills audit and review of governor training requirements (including safeguarding) for 2022/23

Safeguarding was discussed and a signposting document for governor safeguarding training to meet requirements (including child protection) has been provided via hyperlinks on governor hub.

All Govs

Governors were reminded to update their training information on governor hub, so that Mrs Connall could collate it easily.

GB/55/22 Review of governor monitoring visits

Governor visits are ongoing and visits continue to be arranged throughout the term. Governors were reminded that all monitoring must be logged within the Governor Visits file on governor hub.

All Govs

GB/56/22 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 consistently attended committee meetings, FGB meetings, and training courses
Governors received and read all documents prior to the meeting.
Governors challenged and held the Headteacher to account by asking questions about attendance, Pupil Premium pupils, wellbeing, data and pupil progress.
Governors engaged in detailed discussions about progress regarding the collaboration.
Governors showed their commitment to the school through governor monitoring visits and succession planning for the governing body membership.
Governors greatly appreciated and commended the work undertaken by all staff in school.
Monitoring has been completed by all governors and actions, questions and challenges stated throughout the minutes (in bold) show that the governing body is holding the school's leaders to account.

GB/57/22 Confirmation of dates for 2022-2023

The governing body

agreed

6 Feb 2023 at 6.00pm – Spring Term FGB Mtg
19 June 2023 at 6.00pm – Summer Term FGB Mtg

GB/58/22 Determination of confidentiality of business

It was

Resolved

That there were two confidential items relating to **GB/46/22**

The meeting closed at 7.00pm.

Signed:



(chair)

Date: 17/09/22

