

**School:** Holly Primary School  
**Meeting title:** Autumn term meeting of the governing body  
**Date and time:** Monday 2<sup>nd</sup> October 2023 at 6pm  
**Location:** At the School (and/or virtual/hybrid platform)

**Membership**  
 'A' denotes absence

	Mrs H Berry (Vice Chair)
	Mrs S Charles
A	Mrs E Connall
	Mrs E Crawford
	Mrs L Harper (Chair)
	Mrs S Robinson
	Mr T Dubowski
	Mr N Smith
	Mr D White (Executive Headteacher)

**In attendance**

Sarah Oakey (clerk to the governors)  
 Mrs McGuinness  
 Miss N Altaf  
 Mrs Rebecca Lewis (new parent governor)

**GB/39/23**      **Apologies for absence**      **Action**

Apologies for absence were received from Emma Connall due to prior commitments.

It was **resolved** that the governing body consent to these absences.

Miss Altaf and Mrs Lewis were introduced and welcomed to the meeting.

**GB/40/23**      **Declaration of interest – Governor annual declarations and agreements**

*Review and sign 2023/2024 Register of Business Interest*

All governors **confirmed** that they had reviewed and signed the Register of Business Interest.

*Review and sign 2023/2024 Declaration of Eligibility*

All governors **confirmed** that they had reviewed and signed the Declaration of Eligibility.

*Review and sign Governor Code of Conduct*

All governors **confirmed** that they had read, understood, and signed the school governors' code of conduct.

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

**GB/41/23 Review of membership and terms of office ending in the next 12 months**

The clerk highlighted the following vacancies on the governing body:

There are **1 Parent Governor** vacancies, and **1 Co-Opted Governor** vacancy.

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

There are NO governors coming to the end of their term of office in the near future. The closest are Emma Crawford (staff governor) and Sally Charles (Co-Opted governor) whose ends of office are both finish on 11/10/24.

A conversation was held around the use of personal email addresses for school governing use.

**Action: The Head** to ask Colin Howard the IT Lead to set all governors up with a school email address.

DW

**GB/42/23 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/43/23 Election of chair**

**Lesley Harper** was proposed and seconded for the position of chair. There were no other nominations. Governors considered the nomination and following a vote, it was resolved that **Lesley Harper** be appointed as **chair** of the governing body for a period of 12 months.

**GB/44/23 Election of vice-chair**

**Helen Berry** was proposed and seconded for the position of vice-chair. There were no other nominations. Governors considered the nomination and following a vote, it was resolved that **Helen Berry** be appointed as **vice-chair** of the governing body for a 12 month period.

**GB/45/23 Approval of minutes of summer term meeting and any special governing body meetings**

The minutes of the summer term meeting held on Monday 19<sup>th</sup> June 2023 having been previously circulated (and subject to the following correction being made) were confirmed and signed by the chair.

Correction: on Page 3, instead of “20 children coming into Reception”, the sentence should read “20 children coming into Nursery”.

**GB/46/23 Receipt of minutes and approval of policies from committees and working parties**

*Approval of child Protection Policy*

*Approval of governor code of conduct policy*

*Approval of HR policy*

*Approval of complaints policy, if required*

Having been previously reviewed, governors **approved** the policies above.

### **GB/47/23    Overseeing Financial Performance – Financial reporting**

*Schools Financial Value Standard (SFVS) 2023/24*

*Year-end re-forecast*

*Governors' Year End Financial Statement for 2022/23 (including the Committed Balances Return 2022/23) for information.*

The above will be carried out in the Spring FGB. The mid-year report will be coming out next week. If the shortfall of teacher back pay is not funded, it will result in deficit of around £1k. There is a governor meeting to discuss this next week.

### **GB/48/23    Holding executive leaders to account: Summary of Headteacher's report and governors' questions and challenge**

The Head, having shared his report prior to the meeting, went over the following highlights for discussion and challenge.

An **Ofsted Inspection** was carried out two weeks before the end of Term. This was a Section 8 Inspection which means it is an Ungraded Inspection.

If it was a Section 5 Inspection, school would have been graded 'Outstanding' in Behaviour and Leadership and Management. The inspection process was deemed very fair by school and the governors involved.

The Chair passed her thanks on to the whole of the school staff for their hard work.

**Governor Question:** when will the next one be?

**Answer:** it will be in four years?

The teaching staff **commented** that the inspection was heavily based around the Curriculum.

**Role numbers:** There is a waiting list and a few families have had to be turned down. Holly classes are oversubscribed in most years.

It is worth noting that there are currently 45 pupils in Year 6, and this will impact funding when those children leave next year.

**Attendance** is very strong and there are a lot of targeted actions in place from the Deputy Head for encouraging families to improve on attendance. Persistent Absenteeism is one of the lowest nationally at 9% (the national average is 23%).

There have been huge improvements with the most persistent non-attender (due to anxiety issues) and the child is doing very well.

FSM: not attending as often as the non-free school meal cohort. The SEND cohort are impacted by one individual's absence.

**Exclusions:** there have been no exclusions, however there are a couple of children who have had to receive physical intervention. School deal with the families of the individuals and are continuing working with them to improve behaviours.

**Staffing:** Please refer to **Confidential Items**.

**Pupil Premium** number of children is 27, which is up by two from last time.

The **SEND report** is attached to the Head Teachers report accessible on Governorhub.

The **Appraisal Scheme** is attached in the report.

The Head went through some of the **test results data**. Curriculum and outcomes are very positive within school.

**EYFS:** This is the weaker area within school. A Governor suggested that Gemma is invited to come to the next meeting to discuss with the governing body how can to improve results.

93% of phonics passed and school came first in Nottinghamshire. Staff were very complimentary about Little Wonde. The initial base line data is looking very good so far this term also.

**Health and Safety:** The log retaining wall does not appear to be very safe with obvious gaps visible. This is a priority area that needs resolving. A **governor challenged** that the original contractual quote should be revisited to see exactly what was in the quote.

Environmental Health has been out twice due to the complaints from the neighbour regarding noise disturbance around the bins. Ben Bradley MP has been involved and writing to school. From a legal perspective, the Chair explained that if Environmental Health deem there to be a noise nuisance, this would result in a Statutory Nuisances Notice being served to school. Environmental Health need to bring some equipment to measure the level of noise.

The **Chair suggested** that the Site Manager keep a diary of events. The Governing Body held a long discussion around options of what school could be doing to safeguard school.

The Head will keep the governing body updated.

**Finance:** Policies have been approved however the Head directed the governors to the Pupil Premium Policy and the Family Senco Policy and explained what funds have been spent on.

The **Safeguarding Audit** is due to be completed next week.

There were no further questions or challenge, and the Head was thanked for his report.

**GB/49/23 Update on appraisal process for headteacher and staff including an update on the wellbeing of the headteacher and staff.**

*Confirm external adviser.*

The Heads date for appraisal is 6<sup>th</sup> December 2023 and the external advisor is Andrew Johnson. The appraisal will work across Woodborough Woods also.

**GB/50/23 Receive and scrutinise headteacher's annual report on whole school appraisal process including:**

*Review appraisal policy in line with recommended changes from HR Provider*

*Ensure effective appraisal arrangements for all staff are in place.*

*Ensure timetable in place for termly review.*

*Confirm arrangements to consider/ratify headteacher pay recommendations for all staff in line with the scheme of delegation and the pay policy.*

*Confirm arrangements to receive the appraisal governors pay recommendations for the Headteacher in line with the scheme of delegation and the pay policy.*

This above was **completed** within the Pay Committee meeting before the end of the Summer Term.

**GB/51/23 Ensure clarity of vision, ethos and strategic direction, set by governors.**

*Review and embed the vision, ethos and strategy of the school – reflected in the school improvement plan.*

*Approve (or confirm arrangements to approve) the School Improvement Plan as detailed in the scheme of delegation.*

**Action: Head** to share a revised and latest version of the SIP at the next meeting **DW**

**GB/52/23 Information from the Corporate Director for consideration and action**

The Clerk told governors that she would highlight any Actions for Governors (within both the Corporate Directors Reports and the Governor Services Termly Newsletters) in a different font colour so that they are easier to locate and read.

**Nottinghamshire SEND Improvement Programme** Summary of Report - for information: Autumn term 2023 - Chris Jones SEND Strategic Lead

Following the recent local area SEND inspection by Ofsted and the Care Quality Commission (CQC) in early 2023, the local area partnership has developed a SEND Improvement Programme to ensure the experiences and outcomes for children and young people with Special Educational Needs and Disabilities (SEND) are improved.

A SEND Improvement Board has been established to oversee improvements arising from the [inspection report](#), with Dame Christine Leneham (Director of the Council for Disabled Children), as its independent Chair. The SEND Improvement Board held its first meeting on Friday 23 June 2023.

**Priority Action 1** - Leaders, NHS Nottingham and Nottinghamshire Integrated Care Board and education, health, and care providers should cooperate to urgently identify, assess, and provide for the needs of children and young people with SEND. This includes assessment of needs, timely issuing of Education, Health and Care Plans and holistic oversight of these plans through annual reviews.

**Priority Action 2** - Leaders, including commissioners and providers, should act urgently to identify and address the delays and gaps in access to some health services, particularly speech and language therapy, neurodevelopmental pathways, and equipment services. They should also ensure that they use available performance data to identify where gaps exist and whether actions taken to address these are effective.

Further details including a link to power point is available in the directors' report for governors.

### Questions governors will want to ask:

1. How familiar is your school with the local area SEND inspection and the outcomes?
2. How effectively does your school identify, meet and monitor children and young people with SEN Support?
3. How does your school engage children and young people with SEND and their parents and carers in the decisions made about them wherever possible?

### **Safer Working (recruitment and selection), Teachers Pay and other HR updates - September 2023 Andy Wilson Senior HR Business Partner Schools**

**Teachers Pay Award September 2023** - 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 or December payroll.

**The proposals for 2023/24** effective from (and when approved backdated to) 1 September 2023, subject to consultation, are summarised as follows:

- a) 7.1% uplift to the starting salary for Early Career Teachers, appointed on MPR 1, to reach the Governments stated aim for £30,000 starting pay in September 2023.
- b) 6.5% increase to all other pay points on the Unqualified Teachers pay Range (UTR), Main Pay Range (points 2-6), Upper Pay Range (UPR), Leading Practitioners Pay Range (LP) and Leadership Pay Range (LPR).
- c) 6.5% increase to all Teaching and Learning (TLR) and Special Educational Needs (SEN) allowances

**Funding** – The school finance team has updated the budget planning tool over the summer, to include the new teachers pay salaries as recommended by School Teachers' Review Body (STRB) for September 2023. the DfE have provided a Teacher Pay Grant and the allocation details for September 2023 to March 2024 can be found on the Home tab of the budget planner, which will help to mitigate much of this increase.

**Performance related pay progression** teachers and leaders eligible to progress on their respective pay range will receive an additional % increases. Appraisal objectives for the new year 2023-24 should be set using the Appraisal policy and Guidance 2023. [NCC Schools Portal \(nottinghamshire.gov.uk\)](https://www.nottinghamshire.gov.uk)

**The HR Service letter** 31 August 2023 sets out the DfE proposals in full, subject to parliamentary approval in October/ November and is available here: <https://www.nottinghamshire.gov.uk/media/5083445/7-school-pay-award-letter-1.docx>

**Support Staff Pay award effective from 1 April 2023** - The pay award remains unresolved, and we will provide a further update as more information is available.

**The School Pay Policy for 2023** - The HR Service will issue the pay related updated documents following completion of consultation with the local trade unions and final publication of the STPCD 2023 in November.

**School Appraisal Policy and Guidance Updates 2023** - The revised Appraisal Policy 2023 and Guidance Document 2023 are now available on the schools Portal.

**Updates to Recruitment and Selection Safer Working Documents 2023** - Has been revised in line with Keeping Children Safe in Education 2023 (KCSIE 2023), Several HR policies and procedures, including contracts of employment and accompanying letters which can be accessed [here](#).

**The School's Employee Code of Conduct** - this document has been updated in line with changes to policies for all Nottinghamshire County Council employees regarding second employment and acceptance of gifts.

**The School Induction Policy (updated Sept 2023)** - please refer to the policy when inducting new staff and use the checklists.

**Counselling support for all school-based employees** – reminder that counselling intervention is available for employees through our new provider Health Assured – see school portal for more details.

**Length of the School Week** - The School White paper announced an expectation for all mainstream state-funded schools to deliver at least a 32.5-hour week by September 2023. This has now been extended and schools have until September 2024 to meet this expectation.

**New SENCO Qualification requirements from September 2024** - The Department for Education announced in the [SEND and alternative provision improvement plan](#), published in March 2023 that a new leadership level national professional qualification for SENCOs will now replace the existing qualification

### **Action for governors – Summary**

- To read the letter issued to all schools on 31 August 2023, providing draft interim guidance on the (a) ongoing consultation on the teachers' pay award 2023 and (b) continuing consultation on the pay award for school support staff;
- Once appraisal outcomes for 2022-23 are determined, head teachers may prepare and present a report to the governing body setting out the recommended incremental pay progression for teachers, where applicable,

using Pay Policy 2022 Toolkit Appendices 8 and 9. Schools do not need to delay these decisions until the Pay Policy 2023 is published.

- To be aware of the proposed changes to staff pay (teachers and support staff) and assess the implications for the school budget;
- To make arrangements for the appropriate committee of the governing body to meet to approve all new policies, guidance documents and toolkits as they are published. Remember, head teachers and governors must make policies school specific where required;
- To ensure that all staff and governors have read the required elements of Keeping Children Safe in Education, 2023 and Annex A as required;
- To ensure that the school policies and systems for undertaking the required safer recruitment checks for staff, governors, volunteers, and contractors are robust. Plan to review your SCR and undertake a Pre-Ofsted Safer Working Check, if required;
- To ensure that a DBS and Section 128 check has been carried out for all governors.
- To ensure that all appropriate HR policies and procedures have been adopted (Governor Policy Checklist, 2023), including the specific updates as described in this report;
- Look out for updates on the School Pay Policy in October 2023 and apply the new rates in November, when agreed by Parliament.

### **GB/53/23 Safeguarding information for consideration and action**

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

Emma will be completing the annual Safeguarding Annual Audit very soon.

*Safeguarding Children in Education: self-audit tool 2023/2024 plus supporting guidance*

#### **ACTION FOR GOVERNORS:**

- **The SIE audit tool should be revised and agreed at the first full governing body/ trust meeting of the Autumn term 2023 and returned to Cheryl Stollery by 20<sup>th</sup> December 2023.** (If GB's have an early Autumn Term meeting, the arrangements for completion of the audit should be detailed in the minutes and completion confirmed in the Spring Term minutes).
- Governing bodies must ensure a robust Quality Assurance process is in place for accurate completion of the audit with evidence seen in order to confirm the statements in the audit (e.g. training certification).
- **The NCC and NSCP child protection policy toolkit** should be tailored to the individual school's own safeguarding arrangements.

- Governors are required to read the whole of KCSIE 2023, as the whole board is responsible for safeguarding, and making sure school's policies, procedures and training are compliant. (Refer to item 2. Declarations).
- Governors must also comply with the duties outlined in Part 2 of KCSIE 2023 "The management of safeguarding, the responsibility of governing bodies, proprietors and management committees.
- **A signposting document** for governors' safeguarding training to help governors meet the KCSIE safeguarding induction and updating training requirements has been provided on [Governorhub](#).

**GB/54/23 General Data Protection Regulations - Receive report from Data Protection Officer and Information Governance governor.**

Dan Bennett will remain the GDPR lead for school.

**GB/55/23 Communication received and updates.**

*From Chair*

The Chair reminded governors about an issue from a parent that approached her to discuss their unhappiness of the work received during the covid time. This parent has now approached her to say how happy they are with their child's progress within school and wanted this to be shared with the governors.

T Deputy Head also mentioned some nice emails that school has received from parents regarding children's progress and happiness.

*From Headteacher*

Nothing to report.

*From Clerk - Governor Newsletter*

**Governor Newsletter – first Autumn term edition**

School Admissions Information – key dates and admission arrangements for 2025-2026 LA schools and own admission authority requirements

Safeguarding in Education - KCSiE2023 actions for governors and key changes

Updated NCC and NSCP statutory guidance, polices, documents and toolkits - actions for governors.

National updates: - updated Ofsted inspection handbook, DFE announcement re 2 year action plan for PE and update re professional qualification for SENCOs.

The Nottinghamshire Safeguarding Children Partnership (NSCP) Consultation

Review of safeguarding practice in response to events at Harlow Academy.

Message from Chair of NAGS – updates from the National Governance Association conference, including national priorities for governors in primary and secondary school plus updates of awarding the NGA prizes to winning ECO schools.

Support for Governors – reminder of the support available for those schools purchasing advice and guidance and the announcement of the Frequently Asked Questions (FAQ) tab on Nottinghamshire Governor Services GovernorHub page.

Dealing with Exclusions – Support for Headteachers and Governors - key information regarding reviews and support for schools

School Collaborations – what a formal collaboration is and the renewal process.

Can Governing Boards use WhatsApp or Messenger? – advice boards should not be used to conduct any formal governance business.

The Education Library Service – updates

Notts support governors – can you help? - are you an experienced governor ready for a new challenge

School Governors' right to time off work – employment law

Governor recruitment- information and update

#### **PREVENT** duties:

The Chair asked if school thought that things were going well with regards the Prevent agenda? The school staff reported that there had been an issue with parents being helpful and propping doors open for other parents. School have written out to parents to remind them not to do this for security reasons. There is a new camera at the main entrance to school. The signing in process that was fitted last year is working well.

There was an issue with the entrance gate breaking frequently. Governors held a **discussion** around how to make the entrance gate more secure. The Vice Chair mentioned that the gate was open when she arrived to school this lunchtime.

**Action: the Head** to set a monthly reminder to send to everyone to ensure that the gate is closed behind them.

**DW**

#### **GB/56/23 Report from training co-ordinator including a skills audit and review of governor training requirements (including safeguarding) for 2023/24**

The training co-ordinator was not at the meeting.  
The Chair indicated she would like to have update training on the Appraisal Process.

#### **GB/57/23 Review of governor monitoring visit reports – key actions for governing body**

The Chair **suggested** that governors go through this item at the **Strategic Development Committee meeting**. The Head suggested postponing both the

Strategic and the Finance meetings to give time to invite Gemma as the new EYFS lead.

Governors **discussed** who else they would like to invite to the Strategic meetings in terms of curriculum leads. It was **agreed** that if the teachers do not work on a Monday (and as such unable to attend afterschool meetings) then they will be asked to provide a report to the governors regarding their curriculum area.

Gemma - EYFS  
Catherine - Science  
Colin - Computing and Music.

**Governors agreed the date of Monday 13<sup>th</sup> November 2023 at 6pm for both the Finance and the SDC Committee meetings.** SDC to follow the finance.

**GB/58/23 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 documents prior to the meeting.
- Governors challenged and held the Headteacher to account by asking questions about data results, pupil numbers, provision within school, and staff well-being.
- Governors engaged in detailed discussions about the role of the Site Manager, and some health and safety issues.
- 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.
- Governors showed commitment to school by consideration and review of policies, Corporate Director reports and the NCC governor newsletters.
- Governors showed their commitment to the school through governor monitoring visits, appointing Chair and Vice Chair for new terms of office, and succession planning for the governing body membership.

**GB/59/23 Confirmation of dates for 2023/24**

The governing body **agreed** the following date:

Spring term **29<sup>th</sup> January 2024** at 6pm, in school.

Summer term 2024 – \* 2024 at \*pm this will be agreed at the Spring Term Meeting.

**GB/60/23 Determination of confidentiality of business**

It was **resolved** that parts of item GB/48/23 are confidential, and that all other papers and reports be made available as necessary.

The meeting closed at 7.25pm.

Signed .....  ..... (chair) Date ..... 29/1/24 .....

