

School: Holly Primary School
Meeting title: Spring term meeting of the governing body
Date and time: Monday 6th February 2023 at 6.00pm
Location: At the school (and/or virtually/hybrid platform)

Membership

'A' denotes absence

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

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

GB/01/23 Apologies for absence Action

Apologies were received from Mrs Lesley Harper as she is unwell

Apologies were received from Mr Dubowski as he is out of the country

It was resolved

that the governing body consent to these absences.

GB/02/23 Declaration of interest

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

GB/03/23 Review of membership and terms of office ending in the next 12 months All Govs

- Ratification of LA Governor - ratification

The Local Authority governor vacancy has been filled by Mr Dubowski. He has completed the relevant paperwork and will be at the next meeting and the Governing Body **voted to ratify** the appointment.

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

Mr Dan Bennett 23/06/23

There are two parent governor vacancies – Mr White is going to start the process for elections for parent governors, with a particular focus on seeking out individuals with Finance skills

Action: Headteacher to start the parent governor elections

DW

GB/04/23 Approval of minutes of Autumn term meeting and any additional special governing body meetings

The minutes of the Autumn term meeting held on Monday 10th October 2022 having been previously circulated, were confirmed and signed by the vice chair electronically.

To note that Mr Roebuck did not attend the meeting.

The Governing Body approved the minutes as a true record.

- Review of actions – **all actions completed**

GB/05/23 Receipt of minutes and approval of policies from committees and working parties

- Review of actions
- Approval of NCC Pay Policy (if applicable) – this was **approved**
- Approval of Finance Policy – this was **approved**

GB/06/23 Holding executive leaders to account: Summary of Principal's/Headteachers report and governors questions and challenge

The head had uploaded his Spring 2023 headteachers report onto GovernorHub for governors to read and the following points were highlighted

- Revamping the school pond.
- Working with the Rosie May charity.
- Working with Sherwood Area Partnership Team who are supporting the school for 6 weeks to develop the outdoor area in preparation for Forest School education.
- There have After School clubs developed including a Film club.
- There has been a lot of work on updating the Attendance strategy.
- the new Behaviour system is working well.
- Class numbers - full in every class apart from in Reception which is 39 out of a possible 40

Governor Question: Are you intending to stick with a class number of 40 going forward?

Answer: Yes that is the plan

- Year 1 is full, and 4 classes are above the pupil admission number.

- Number of in-year applications have been rejected by the LA for various reasons.
- There have been 165 applicants for September – Holly will be full for next year which helps for budgeting process.
- Attendances: any families who fall below 85% attendance will receive a letter from school

Governor Question: how many families approximately does this equate to?

Answer: between 25 and 30. The families are given a 3 week review period and then the attendance is looked at again in school. The review is next week as the first letters were sent out 3 weeks ago.

- There has been an issue with lateness due to families coming into school after 8:50am but a letter has been sent out to parents with a reminder of school hours and now the gate is closed earlier to try and curb lateness, this appears to be working.
- There is historical attendance data from the last 3 years relating to various categories of children to look at and see if there are any patterns. School looked at data regarding Free School Meals as these children tend to attendance less than other children (National data also shows this and Holly is above the National average for attendance of FSM children). The data from the Special Needs cohort, some of the children aren't attending as much although it is worth noting that this could be related to medical needs and so on. Pupil Premium; if children are on the Pupil Premium register, they may well be SEND also and as these are such low numbers, it could skew the attendance percentages. There is follow up work planned around the Pupil Premium children to find out why they are not attending, and if possible, offer a free breakfast club place and extra tuition.
- There have been no suspensions or physical interventions since the last report. Going forward Holly will categorise areas of concern reported by staff, to track trends and patterns. For example, if it appears that there is no bullying at Holly Primary, the head can present the data which shows this, and governors can check and questions regarding this. Some of the categories that staff can fill in, may well be the same child recorded across several categories and this can amount to several incidences reported in the data, but involve only one or two families.

[see confidential items]

- Staffing - School have had employed a new admin assistant on a term time contract. This is the first time Holly have utilised a term time contract as an alternative to non-term time contract. The post holder works four days over term time, as opposed to a three-day week on a non-term time contract. There was a lot of interest in this post.
- There is a Midday supervisor who is on long term sick and school have recruited two part time temporary posts to cover this role.
- A Teaching Assistant has requested a change in hours which has been subsumed in the existing TA complement.
- The SENCO has been doing very well. Head proposed that the governors consider that this post be made permanent as every school has to have a named SENCO by law. Governors **approved** this decision as the budget is there to carry this forward.

- There are three early years teachers who are doing very well and the head would like to make their posts permanent however needs to check the budget before bringing that proposal to governors. The school budget is released next week, and the Head will bring the proposal to the next meeting.
- There have been no racially motivated incidents recorded.
- There are 28 pupils on the Pupil Premium register and school is monitoring their progress; if they are 'green' they are on track; if they're not, school know that they are behind.

The Head suggested that the Link Governor come into school and drill down what is happening for the Pupil Premium children.

- Special Needs and SEN: there are ten children on the SEN register and two are going through the EHCP process and school is awaiting the outcome of those applications. Staff have had three lots of training which has worked well, and the SENCO is being well supported.
- Curriculum: school is focussing heavily on curriculum with a focus on writing. Training has been booked to support staff in both schools. The Head mentioned that Ofsted have advised that they do not want to see a lot of curriculum data, however the head feels that to view outcomes and progress, the data is very important especially for the governing body. The Governing Body were very supportive of this approach.

The governing body held a discussion around the expected stages of development, age related skills and how indicators are given at different points in the year.

The Headteacher gave suggestions of questions governors should be asking when coming into school to critically challenge the SLT.

- Joint Collaboration: The Head reported that the collaboration is going well. He and the Acting Head have had several meetings with the partner school and have found lots of opportunities for middle leadership teachers across both schools, and both schools have access to support (and materials) that wouldn't have ordinarily been available unless bought from a consultant.
- Miss McGuinness outlined the long-term plan is to go through the curriculum from the beginning to end; look at the threads and ensure that all subject leads can explain and justify why plans are the way they are. The whole process so far has thrown up a lot of useful questions.
- School had a Quality Assurance Visit from the Local Authority.

Governor Question: what was presented during the Quality Assurance sessions?

Answer: There has been Reading & Phonics, and History, Art, and DT together, then English Maths, Science and Geography

Governor Question: has there been a report?

Answer: yes, a draft report has been sent out to school.

Governor Question: how has it gone?

Answer: It has been very positive. Behaviour came out very strong positives. It was interesting and thrown up some key issues. For example, there were some things that we assumed were happening, and they weren't. For example, in some classes, there was poor use of TA support. The LA rep gave a lot of detail about our

curriculum through fresh eyes. He was very thorough and pointed out things that school haven't considered for a long time. The LA has sent the draft report and this will be sent to Chair and then uploaded onto Governorhub for all to read. School was described as an outward facing school that is effective but wants to improve.

Governor Question: Regarding Collaboration, Mr Smith has reached out to Damien to chat about the collaboration but has not heard back.

Answer: Action – Head to chase up.

- H&S audit: Mr Smith had nothing significant to report. There were small problems with the car park but doesn't feel that money would be best spent here at this time. To extend the car park would create 4 spaces maximum, so this would still not enable all staff to be able to park in the car park. The quotes were for £8k plus which does not feel like a good spend for the amount of spaces it will give. The Head pointed out that this is a governing body decision.
- KS1 toilets need to be refurbishing as a matter of urgency.
- The pond decking needs to be taken up. There have obviously had some posts taken out and nothing put back in the place and this is highlighted as a H&S issue as a child is likely to get a foot stuck in the gap.
- Mr Smith feels that the school in general is looking a little tired from a visual perspective. The signage and markings could do with relooking at and cleaning. Mrs Crawford mentioned that Friends of Holly are looking for something to support school with, so this could be something for them to help fund. Mr Smith has compiled a list for the site manager to have a look at.

Governor Question: Is there something that the children could work on?

Answer: Yes, it could go to the School Council.

As part of this discussion, Governors also pointed out that the curtains in the hall look old and tired and could do with being replaced.

The timber retaining wall is going rotten, the Caretaker has patched it up several times, but it looks unlikely to be fixed again. The head reported that there is a pot of money in the devolved capital budget that is ring fenced for fixed tangible assets spends within school, so it could potentially be used for replacing the timber.

Action: Head to investigate the devolved capital budget for this item.

The Head expressed thanks that these issues had been picked up by the governing body

Governor Question: does the chicken shed ever get used?

Answer: It has been used for various uses over the years but there is nothing in it now.

Action: it was agreed that the chicken run be removed by the site manager as it is no longer being used.

- The Governing Body received a request for reimbursement of a torn jacket. The matter was taken to the Finance Committee as it is a finance decision, however Mr Smith had been into school to conduct a H&S investigation and found there to be no liability on the part of the school.

Action: Mr Smith to write to the staff member with the decision on behalf of the governing body

- There has been an issue raised regarding trees and shrubbery on the border of school and a neighbour. It was decided that there is no problem with overhanging trees or shrubbery posing an immediate risk to the neighbouring property, and it was noted that the neighbour can cut shrubbery if it grows onto their property as Common Law states.

Action: Mr Smith to ask the Chair to write to the neighbour to inform them that tree surveys have been carried out and the outcome is that there is no immediate risk.

- The head received a number of complaints from the neighbours regarding excessive noise in the morning regarding the bins being emptied by Mansfield District Council. The individual has complained to the Head, and also contacted the council which resulted in school having had a visit from the Environmental Health Department regarding this. There have been no actions because of the visit, but the matter is ongoing.
- The school budget will be released this term.
- Strike Action – there were no members of staff that took industrial action for the first strike. However, the head feels that there will likely be staff taking part at the next one 1st March and 15th and 16th March.

Governor Question: do teachers still get paid if they strike?

Answer: No, Teachers do not get paid for if they take part in the action, they lose a days pay and oncosts associated (Sickness pay and pension).

The head informed the governors that there had been thousands of teachers joining Unions since the day before the first strike was due to take place.

The head attended a meeting with HR along with other head teachers, were told that the unions (although they did not have to do this) informed those schools of where the militant action that is likely to take place; and where press is likely to attend and target families. The Head went on to inform the governing body about plans if the strikes affect Holly. The Head explained that he and the Acting Head would teach in their capacity as SLT in order to help keep school open. Head could employ support staff and supply staff to help, but the Head will take the appropriate action as and when.

GB/07/23 Collaboration update (DFE Academy strategy by 2030)

Spoken about earlier within the meeting.

GB/08/23 Overseeing Financial Performance - Financial reporting

Approval of (if applicable)

- School budget
- Scheme of Delegation for 2022/2023
- Schools Financial Value Standard (SFVS) for 2022- 2023
- Year-end re-forecast
- Services for schools

These can all roll over to the next finance committee as not all of the information is here yet.

GB/09/23 Update on appraisal process for Headteacher and staff including an update on the wellbeing of the Headteacher and staff

In the absence of the Chair, the Head spoke to this item. There is a joint collaboration regarding the appraisal of the head teachers across the schools, with Peter Mansfield as the external advisor.

Governor Question: are you finding it easier with a clearer collaboration?

Answer: Yes and no. There is a lot more collaborative work which is fantastic, however it also brings up exposure to external visits coming to scrutinise and influence which brings with it a whole lot of work that wouldn't have arisen were we a single school.

Governor Question: how is The Acting Headteacher finding it?

Answer: also generally positive, although she sometimes finds it difficult to complete tasks when there are so many Quality Assurance inspections taking place. The SLT realise that they need to delegate and spread the workload. Miss McGuinness reported that the SLT are finding the joint SLT meetings beneficial. The head mentioned looking at the staffing structure going forward to include more capacity at the top end and within middle management to allow more support.

GB/10/23 Confirm arrangements to review Child Protection and Safeguarding recording and reporting systems (CP confidential file audit)

Mrs Crawford is to come in to do a Safeguarding Child Protection audit from County Council before half term and submit back to NCC. She has completed the GovernorHub safeguarding training.

GB/11/23 Information from the Corporate Director for consideration and action

School Attendance

The Department for Education are introducing several important changes to the non-statutory guidance, policy framework and statutory regulations related to school attendance and the use of legal interventions.

The policy and legislative changes will set an expectation for local authorities to take on a more strategic role in relation to school attendance

Schools will be expected to develop and publish a school attendance policy covering attendance expectations, named attendance staff contacts, day-to-day attendance management processes, their strategy for using attendance data, their strategy for reducing persistent and severe absence, and the point at which sanctions will be used.

The Secretary of State for Education will introduce a statutory requirement for schools to sign up to data returns to be collected by a company called Wonde from September 2023. Schools are encouraged to commence data sharing this academic year

Action for governors

Questions governors will want to ask:

1. How familiar is your school with the new non-statutory guidance for 2022-23?
2. Does the school have an attendance policy in place that will meet the requirements set out above?
3. How effective are school leaders in tracking pupil attendance?
4. What are the school's current arrangements for the use of Education Penalty Notices for unauthorised absences in term time?
5. Has the school begun to share attendance data with the Department for Education using Wonde?

Harm outside the home toolkit

The Harm Outside the Home Toolkit was created with the aim of supporting schools in developing their capacity as a protective factor for children at risk of harm. Creation of the toolkit was one strand of Nottinghamshire's involvement in the DfE's regional Practice Solution Project which involved working in partnership with Lincolnshire and Leicestershire. A co-production approach was adopted drawing together teams from across Children's and Families Services: Tackling Emerging Threats to Children Team, Social Emotional and Mental Health Team, Partnership Team and the Educational Psychology Service.

The aim of the toolkit was to create something meaningful and useful; grounded in evidence-based practice, mindful of what our children and young people have said, and what our schools and settings have reflected whilst at the same time ensuring it is purposeful across different contexts, different settings, and across counties

The toolkit is published on the Em-ed website and will also feature in the regional website once completed Links to each are below:

- <http://www.em-edsupport.org.uk/harm-outside-the-home>
- <https://www.childexploitationeastmidlands.org.uk/>

Action for governors

To support the longevity of this project, Governing Bodies and Trust Boards are requested to monitor

GB/12/23 Communication received and updates

- From chair

Covered earlier in the minutes

- From Headteacher

Covered earlier in the minutes

- From clerk – Governor Newsletter first spring term edition

The clerk highlighted items of interest from the spring term newsletter

Summary of articles:

Introduction from the new Governor Services Team Manager – Sinead Allan

Update from Peter McConnochie, NCC Service Director, Education, Learning and Inclusion including information on the SEND review and new framework that comes into operation for local area reviews for children and young peoples with SEND plus an update on the School's Bill.

Admission arrangements including: Applications for admission in September 2023, admission arrangements for 2024-2025 and comprehensive actions for governors.

HR updates includes advice regarding staffing reductions, industrial action, additional bank holidays and HR training opportunities.

Safeguarding updates include a reminder that governors should receive appropriate safeguarding training at induction, information regarding managing allegations training and the spring term audit for CP and confidential file records. Plus information about the safeguarding governor focus group.

An article about apprenticeship gives information about opportunities and funding arrangements for schools to access.

An environmental Pathway for Schools was shared by the Church of England diocese with governors on Governorhub and is a very interesting tool. Schools are invited to join the journey.

There are National updates article with news from the DfE, Ofsted and the NGA Message from the chair of NAGS Jane Mansell – regarding the pupil competition, governor of the year and governing body of the year.

A School Governors' Awareness Day is being celebrated on 28th February 2023 if governors wish to take part.

Governor Recruitment – support for boards from the NGA, Inspiring Governance and Governors for Schools

Governor Learning and Development updates The Spring Term 2023 programme is now live. To see what is on offer and to book places, please go to the Nottinghamshire County Council website: [School governor training courses | Nottinghamshire County Council](#)

The Clerk highlighted the Governor Conference at Eastwood Hall. The Headteacher mentioned that Mr Dubowski was hoping to go.

GB/13/23 Report from training co-ordinator including review of governor training requirements for 2023

Mrs Connall is still waiting for some governors to return their training needs to her.

Action: all governors to do this

All govs

Action: Head to find out if there is academy training to access

GB/14/23 General Data Protection Regulations

- Review and confirm the appointment of the Data Protection Officer (DPO) and Senior Information and Risk Owner (SIRO)
- Report from the DPO and Information Governance Governor

Nothing to report.

Mr Bennet is meeting tomorrow with Mr Smith to go through some things and will report back at the next meeting

The Head has met with Mr Bennet to update the GDPR documents and asked Mr Smith to look at them during his visit tomorrow and then they can go onto the school website.

The head reported that school has a new Office Manager, and he plans to go through all of the GDPR documents with her as a lot of GDPR information goes in and out of the office.

Governor Question: how long does school retain data for?

Answer: it depends on what type of data it is; children's records are kept for between 6 and 10 years, and then they are kept at County Hall until the age of 25, and financial records are kept for at least 6 years.

GB/15/23 Review of governor monitoring visit reports – key actions for governing body

The Chair is deciding on the format she would like governor reports to follow and will inform the governing body.

Mrs Berry to carry out a behaviour learning walk,

Mrs Connall to carry out a Pupil Premium visit

Mrs Crawford to carry out Safeguarding visit

Mr Smith to carry out a GDPR visit

Mr Dubowski has expressed interest in looking at the STEM curriculum.

GB/16/23 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 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.

Governors agreed to take note of trends and patterns from the data given within the Headteachers report and ask key questions of the SLT regarding progress

GB/17/23 Approval of 23/24 INSET dates

The Mental Health and Well-Being lead has requested a mental health and well-being INSET day.

The Governing Body was given the following dates to approve:

Monday 4th September 2023

Friday 20th October 2023

Friday 22nd December 2023

Monday 19th February 2024

Monday 3rd June 2024

All Governors **agreed** and **approved** to these dates

GB/18/23 Confirmation of dates for 2023/24

The governing body

agreed

Summer Term FGB 19th June 2023 at 6.00pm

Autumn term 2023 – Monday 2nd October 2023 at 6pm

Spring term 2024 – Monday 29th January 2024 at 6pm

Summer term 2024 – Monday 15th July 2024 at 6pm

GB/19/23 Determination of confidentiality of business

It was determined that all papers would be made available if appropriate.

Resolved

The meeting closed at 19.04pm.

Signed:

A handwritten signature in black ink, appearing to be 'H. P.' or similar, written in a cursive style.

(chair)

Date:

19/6/23

