

# MINUTES OF MEETING

**School:** Holly Primary School  
**Meeting title:** Summer term meeting of the governing body  
**Date and time:** Monday 13 June 2022 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 (Vice Chair)  
Mr N Roebuck (Chair)  
Miss J Salter Mr N Smith  
Mr D White (Headteacher)

A

**In attendance** Mrs Claire Ruddick (clerk to the governors)  
Miss S McGuinness (Acting Headteacher)

## **GB/19/22 Apologies for absence Action**

Apologies for absence were received from the headteacher (recovery from injury). Miss McGuinness would be briefing the governors in the headteacher's absence.

It was

**resolved**

that the governing body consent to this absence.

## **GB/20/22 Declaration of interest**

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

There are just a couple of governors who have not yet completed their electronic declarations on GovernorHub; the completion of this task would be undertaken as soon as possible.

**Govs**

## **GB/21/22 Review of membership**

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

Mr Neil Smith (co-opted governor) – 30 July 2022  
Mr Neil Roebuck (parent governor) – 21 October 2022  
Miss Joanne Salter (parent governor) – 29 November 2022

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

totally understood and appreciated all their hard work and support over the last few years. Recruitment for new parent governors would need to be undertaken mid-late autumn term.

Mr Smith confirmed that he would like to continue as a co-opted governor following the end of his current term of office. The governors

### **Approved**

Mr Smith's continuation in his co-opted governor role and thanked him for his ongoing support of the governing body and wider school community.

The elections of chair and vice-chair of governors would take place at the autumn term FGB meeting; the governors discussed succession planning and Mrs Harper, as the current vice-chair, kindly volunteered to take on the role of chair from the autumn term. The governing body

### **Approved**

the appointment of Mrs Harper and thanked her for agreeing to take on this role. Two governors, Mrs Berry and Mrs Charles, both declared their interest in possibly taking on the role of vice-chair from the autumn term. The clerk would provide information on the role to help guide the two prospective governors and the final decision would be taken at the autumn term FGB meeting.

The clerk highlighted the following vacancies on the governing body:

One Local Authority governor vacancy.

One Co-opted governor vacancy.

Miss McGuinness would be taking over as Acting Headteacher from September and the governors were keen to ensure she had a place on the governing body with full voting rights. After due consideration as to the balance and mix of governors and roles, including staff member rules, the governing body

### **Approved**

the appointment of Miss McGuinness as a co-opted governor.

The headteacher had received information from Governors for Schools of Mr Ted Dubowski, who is willing to join the governing body. There was one remaining vacancy for LA governor and after consultation with governor services, it was

### **Approved**

by the governing body, subject to LA approval, that Mr Dubowski be appointed as the LA governor. The headteacher would forward the application form for Mr Dubowski to complete, ready for submission to governor services for LA approval.

The governing body complement was now full, with a good mix and balance of experience, skills and background knowledge. The governing body were pleased that the succession planning was going so well and looked set to provide a real strength and support to the school community.

The minutes of the spring term meeting held on Monday 7 March 2022 having been previously circulated, were confirmed and signed by the chair electronically.

*Review of actions*

GB/08/22 Mrs Harper will send the notes from the appraisal meeting to Mr Smith to allow him to quality assure them – this was still to be actioned.

LH/NS

All other actions have been completed.

**GB/23/22 Receipt of minutes and approval of policies from committees and working parties**

The minutes of the summer term Finance and General Purposes Committee held on Monday 25 April 2022 will be ratified at the next committee meeting.

The minutes of the summer term Strategic Development Committee also held on Monday 25 April 2022 will be ratified at the next committee meeting.

*Approval of*

Breakfast and After School Clubs Policy

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

**GB/24/22 Summary of Headteacher's report and governors' questions and challenge**

Miss McGuinness briefed the governors on the headteacher's report and highlighted the following:

*Pupil Numbers*

The total number of children on role is 322.

*Attendance*

Whole school attendance currently stands at 94.19% (national attendance this academic year is 92).

**Confidential Item – see separate section**

*Exclusions and Physical Interventions*

There had been no exclusions and no physical interventions this reporting period.

*Racial Incidents/Physical Interventions*

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

*FSM and SEN*

There are 28 pupil premium children, including 23 FSM children.

There are three service children.

There are no LAC children and three PLAC children in school.

There are 19 children on the SEND register.

*SIP*

The 2022/2023 SIP will be re-written during the autumn term. Parts of the plan will be collaborative to reflect the new partnership for Holly Primary and Woodborough Woods CofE school. Investment in school technology would be a key priority. Joint INSETs were being planned for maths and writing. Sporting events and activities would also be run in a collaborative format.

*Standards and Achievements*

All national testing had resumed and results would be shared as soon as the DfE had published the data. **A governor asked how the results would be shared with parents** and Miss McGuinness responded that this will be done via school reports.

**Confidential Item – see separate section**

*Data*

Governors **noted** the whole school data. Miss McGuinness highlighted the Year 2 cohort as a slightly weaker area in terms of data and how focus, targeted support and interventions would be implemented in this area, to address the situation. Mr Bennett briefed governors on pupil premium pupils and where the focus will be placed (particularly in writing), to help provide targeted support in the areas most in need.

Miss McGuinness briefed the governors on how writing would be a focus for the whole school and how this would be a key priority in the SIP. The SLT were taking this forward and ensuring the areas that required attention were receiving the appropriate support.

**Governors commented on the great progress being made with SEND pupils** and Miss McGuinness explained to governors how these pupils were being continually monitored and tracked with regard to their progress and how the improved data evidenced how well the scheme was working. Some pupils were in both categories of pupil premium and SEND and the progress measure for these pupils will be scrutinised accordingly.

**Confidential Item – see separate section**

*Health and Safety*

The biannual H&S inspection had been scheduled for September 2022 for the headteacher, site manager and the new office manager.

*Accommodation and Grounds*

Forest School sessions will be introduced from September, for the whole school on a rolling programme. The school's grounds will be looked at to ensure they meet all the requirements for this.

Miss McGuinness's old office will be utilised for extra working space to help support interventions for children.

*Finance*

The school budget had been approved at the recent finance committee meeting. Governors had been updated on staffing issues and the new structure. Catch-up funding will be used to re-introduce the reading programme 'The Lightning Squad'. This will help to support children with their reading skills and provide extra intensive reading support. This may be extended further, depending on the funding received. The collaboration would be able to work together on this initiative and share resources, best practice etc.

*Other items*

The governors

**Approved**

the attendance of the office manager at future governor meetings to minute them.

A request had been received from the Scouts for a donation of an old laptop for a Ukrainian family. The governors

**Approved**

the request. The laptop would have all data removed, prior to being released.

The governors thanked Miss McGuiness for her detailed briefing on the headteacher's report.

**GB/25/22****Approval of***School budget*

The school budget was discussed in detail and approved at the Finance and General Purposes Committee meeting before being sent to NCC Schools Finance Team.

*Schools Financial Value Standard (SFVS) for 2021-2022*

The SFVS had been completed and approved before submitting it to NCC Schools Finance Team by the 31 March 2022.

*Year-end re-forecast/BO2 return:*

This had been scrutinised and completed in full at the recent Finance and General Purposes Committee meeting.

*Services for schools*

The services for schools had been discussed and agreed at the recent Finance and General Purposes Committee meeting.

The governors

**Ratified**

the above actions by the committees.

**GB/26/22****Update on appraisal process for Headteacher and staff including an update on the wellbeing of the Headteacher and staff**

The Headteachers external advisor for the current academic year is Mr Peter Mansfield.

The pay committee would be meeting to consider the recommendations from the appraisal process. The appraisal process for teaching staff is ongoing. Team leaders have worked through agreed performance targets and action plans that link to this year's SIP.

**Mrs Harper raised a wellbeing suggestion for staff:** the staff room was looking very drab and asked the governing body if they could look at improving the environment for the staff, explaining how this can help to boost morale and support staff with their mental health and wellbeing. The governors

**Approved**

the following:

money could be allocated to improve the kitchen area (new kettle, utensils, urn); governors could come in during the summer holidays to re-vamp and decorate the area for staff. The vice-chair would discuss this further with the headteacher and inform governors accordingly.

**LH/HT**

**GB/27/22 Information from the Corporate Director for consideration and action****Promoting the Education of Children with a Social Worker**

Report for action/information: Summer term 2022

**Summary/Introduction**

In September 2021, the Department for Education (DfE) released non-statutory guidance to support Local Authorities and Virtual School Heads to take a strategic lead in promoting the education of the cohort of children aged 0 up to 18 who have, or have previously had, a social worker. Local Authorities received a grant for two terms to carry out these duties and the grant has been extended for the academic year 2022-23.

The DfE guidance, “Promoting the education of children with a social worker”, was produced in collaboration with the National Association of Virtual School Head (NAVSH) and the Association of Directors of Children’s Services (ADCS). Virtual School Heads (VSHs) will carry out the strategic role to promote the education for children with a social worker by enhancing partnerships with education settings; identifying the cohort’s needs and addressing barriers to education; and offering advice and support to key professionals. (Virtual School Heads are employed by the Local Authority and are responsible for promoting the educational achievement of all the children looked after by the Local Authority they work for.)

This guidance mirrors the role of the Designated Safeguarding Leads (DSL) as outlined in Keeping Children Safe in Education, 2021. Designated Safeguarding Leads should take lead responsibility for promoting the educational outcomes of children who are known to have experienced welfare, safeguarding and child protection issues, including children with a social worker. The role of the DSL might include monitoring, measuring impact and addressing barriers to children’s attendance, engagement in learning and achievement.

**Action for governors**

Questions governors will want to ask:

1. Do leaders know which children in school have or have previously had a social worker?
2. What is the attendance, exclusion rate, academic progress and attainment for this cohort?
3. How are the school maintaining a culture of high aspirations for this cohort?
4. What provision is in place to support teaching staff to enable additional academic support or make reasonable adjustments to help children who have or have had a social worker reach their potential?
5. How effective is the school’s use of the Pupil Premium, Recovery Premium and School Led Tutoring funding in accelerating the progress of these cohorts of children?

**Background information**

The Government’s Child in Need review (June 2019) identified that 98% of children who needed a social worker between 2012 and 2018 attended state schools and that they face barriers to education due to experiences of adversity and trauma, often as a result of mental ill-health, domestic abuse, substance

misuse. On average, children with a social worker perform worse at every stage of education when compared to their peers. Children with a social worker are 2 to 4 times more likely to be permanently excluded from school than their peers and they are 3 times more likely to be persistently absent.

The pandemic has had a significant impact on children's learning, particularly the learning of children in the most vulnerable situations. Existing barriers to learning such as attendance, behaviour, mental health and well-being will have increased for children with a social worker due to the pandemic. Children with a social worker will require support to address existing barriers to learning and the school will need to ensure they are benefiting from all support available, including resources and interventions funded by recovery premium.

### **Background papers**

[Review of children in need – GOV.UK](#)

[Promoting the education of children with a social worker \(publishing.service.gov.uk\)](#)

[Outcomes for children in need, including children looked after by local authorities in England, Reporting Year 2021 – Explore education statistics – GOV.UK \(explore-education-statistics.service.gov.uk\)](#)

[Mental Health of Children and Young People in England, 2020: Wave 1 follow up to the 2017 survey - NHS Digital](#)

### **Legal basis**

[Children Act 1989 \(legislation.gov.uk\)](#)

[Children and Families Act 2014 \(legislation.gov.uk\)](#)

### **Further advice and training**

There are Virtual School termly network meetings and the annual conference for Designated Teachers for Looked After and Previously Looked After Children and Designated Safeguarding Leads. Schools can book on via [Training & Events | The East Midlands Education Support Service \(em-edsupport.org.uk\)](#)

A fact sheet and a short 10 minute presentation for governors on their responsibilities in relation to Looked after Children, previously Looked after Children or children who have ever been in contact with a social worker is available on GovernorHub here: [2021.11.26 The Role of Governors for Looked After Children Fact Sheet and Link to briefing.pdf - GovernorHub](#)

Nottinghamshire Virtual School advice and guidance line for professionals and families for children with a social worker. Telephone: 0115 804 3275. Email: [virtualschool.cwasw@nottsc.gov.uk](mailto:virtualschool.cwasw@nottsc.gov.uk)

The clerk highlighted the above report and the governor actions; the link for the 10-minute presentation had been placed on the governor hub noticeboard.

**GB/28/22**

**Communication**

*From Chair*

The chair briefed the governors on the liaison progress with Woodborough Woods and asked for volunteers to form a working party for the collaboration. Mr Smith and Mrs Charles kindly volunteered to assist with this. There will be two governors from each governing body on the working party. Terms of Reference for the collaboration will need to be devised. A template for the Terms of Reference would be created, detailing the aims, objectives and targets for the collaboration. The chair would continue working on this with the representatives from Woodborough Woods.

*From Headteacher*

There was no further communication from the headteacher.

*From Clerk*

Governor Newsletter – first and second summer term editions

Free school meals - Schools that purchase NCC's Free School Meals (FSM) eligibility checking assessment service should notify NCC of any transfers.

School admission arrangements - Reminder that all admission authorities must determine admission arrangements every year.

HR updates:

KCSiE consultation has ended and any changes will take effect in Sept.

Reminder, it is a statutory requirement for schools to keep a Single Central Record – see HR advice. Schools are still falling short in the requirements.

Support Staff Pay Award from April 2021 was agreed and applied in March 2022 and relevant back pay owed to them paid for this period.

Safeguarding - The NCC & NSCP Child Protection File Audit for 2021-2022 has been made available to all schools and should have been completed in the Spring Term. A link to a recording of one of the 4 webinars in Dec and January that governors can access

Reminder that boards have access to the termly heads and chairs webinars to guide you through the Full Governing Body meetings

School closures - an updated version of NCC's 'School Closure Procedures' was issued to headteachers in January. Governors are advised to familiarise themselves with this document well before difficult decisions have to be made and may wish to include this as an agenda item to review in FGB or committee as appropriate.

The Risk Protection Arrangement (RPA) scheme for local maintained schools - The Council will no longer be providing insurance services to schools and governors should check that their school has successfully enrolled into the RPA scheme.

Government White Paper sets out proposed reforms to the education system

SEND Green Paper - Additional support to keep children with Special Educational Needs and Disability (SEND) in mainstream settings is also set out

News from the DfE -

State-funded schools should provide a school week of at least 32.5 hours by September 2023

A school workload reduction toolkit has been produced by the DfE

Revised behaviour in schools guidance and suspension and permanent exclusions guidance has been made available.

Message from the Chair of the Nottinghamshire Association of Governors

Update re the NAGs Annual General Meeting – virtual

Governor conference - Excellent feedback from all those that attended the day.

Andy Cope Art of Brilliant was the keynote speaker.

GIAS and keeping Governance up to date – Reminder that GovernorHub can produce an excel spreadsheet of the governing body's membership which can be



used to update GIAS. This can be accessed by going to the governing body downloads tab.

Ofsted - have provided lots of free webinars and videos on a YouTube channel that are packed with useful information to support school leaders and governors. Updated - A multi-disciplinary team approach to supporting children in need of help, protection and care will be introduced in the Newark and Sherwood district in April 2022.

Top 10 tips to recruit new governors

Governor Learning and Development – updates

#### **GB/29/22 Report from training co-ordinator**

The summer term schedule of training courses was noted by all governors; the clerk had highlighted free webinars and links to training for governors on the noticeboard on governor hub.

Mrs Connall and Mrs Harper had attended the governor conference and found it to be really useful. Mrs Harper had also completed two training courses on finance.

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

Gobs

#### **GB/30/22 Report from Designated LAC teacher**

This had been covered in the headteacher's report, earlier in the meeting.

#### **GB/31/22 General Data Protection Regulations**

The DPO is Mr Bennett.

The SIRO is the Headteacher.

*Report from the DPO and Information Governance Governor*

Mr Bennett reported that there had been no data breaches, subject access requests or freedom of information requests this period. **Mr Bennett asked if any updates on GDPR training were available** and the clerk directed him to the link posted on governor hub, for governors to view the free webinar on GDPR. The clerk would email the relevant information to Mr Bennett.

Clerk

#### **GB/32/22 Approval of INSET Days**

The governing body

**Approved**

the following INSET days for the collaboration:

31 August 2022

14 October 2022

21 December 2022

31 March 2023

5 June 2023

#### **GB/33/22 Review of delegation and organisation of committees:**

The committee structure and membership of committees would be addressed at the autumn term FGB meeting.

FGB

The headteacher had noted the annual planner and policy checklist amendments.

The review of the link governor roles would be undertaken at the autumn term meeting.

**FGB**

The clerk would send the updated information on the scheme of delegation 2022/2023 to the headteacher and chair for their action.

**Clerk/HT/  
Chair**

**GB/34/22 Governor monitoring visits**

Governor visits were ongoing; further monitoring visits would be scheduled in the autumn term.

**Govs**

Governors were reminded to complete their visit forms and save them in the Governor Visits file on GovernorHub.

**Govs**

**GB/35/22 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account**

Governors attended committee meetings, FGB meetings, the governor conference 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.

**GB/36/22 Confirmation of dates for 2022-2023**

The governing body

**agreed**

10 October 2022 at 6.00pm – Autumn Term FGB Mtg

6 Feb 2023 at 6.00pm – Spring Term FGB Mtg

19 June 2023 at 6.00pm – Summer Term FGB Mtg

**GB/37/22 Determination of confidentiality of business**

It was

**Resolved**

that three items under GB/24/22 be deemed confidential, and that all other papers and reports be made available as necessary.

**The meeting closed at 7.00pm.**

Signed:



(chair)

Date:

10/10/

2022