

School: Holly Primary
Meeting title: Summer term meeting of the governing body
Date and time: Monday 19th June 2023 at 6pm
Location: At the School (and/or virtual/hybrid platform)

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
 Mr T Dubowski
 Mr N Smith
 Mr D White (Executive Headteacher)

In attendance Sarah Oakey (clerk to the governors)
 A Mrs McGuinness

GB/20/23 Apologies for absence Action

Apologies for absence were received from Mrs McGuinness.

It was **resolved** that the governing body consent to this absence.

GB/21/23 Declaration of interest

Ted Dubowski declared that he is the General Secretary of an educational charity however he does not perceive this to impact on any item on this agenda.

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

GB/22/23 Review of membership and terms of office ending in the next 12 months

The clerk highlighted the following vacancies on the governing body:

2x Parent Governors

1x Co-opted Governor

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

Mr Bennetts term of office is ending, and he confirmed that he won't be extending his time on the governing body. The Chair thanked Mr Bennett on behalf of the governors for all his years in office and the support he has given to the governing body.

Governors **discussed** ways in which vacancies could be filled on the governing body. Mr White commented that Emma Connall could possibly become a Co-opted Governor and Miss Nida Altaf (KS2 Teacher) has expressed an interest in joining the governing body. The meeting **discussed** who could potentially move positions to fill vacancies within co-opted and associate governor.

Action: Head to invite Nida to come to the next meeting as an associate member or observer. **DW**

GB/23/23 Approval of minutes of spring term meeting and any special governing body meetings

The minutes of the spring term meeting held on 6th February, 2023 having been previously circulated (and subject to any corrections being made) were confirmed and signed by the chair.

Matters arising/review of actions.

Governors asked the clerk to make one of the items confidential. The Head reported that there had been no other correspondence regarding the trees.

GB/24/23 Receipt of minutes and approval of policies from committees and working parties

Matters arising/review of actions.

There were no matters arising or actions that won't be discussed throughout the agenda.

GB/25/23 Financial reporting

Schools Financial Value Standard (SFVS) 2022-2023 (deadline 31.03.23)

This was **approved** at the Finance committee meeting of 24/04/23.

Approval of school budget (if not already agreed in actions from committees)

This was **approved** at the Finance Committee meeting of 24/04/23. Staffing changes are reported within the Headteachers report.

Governors consistent financial reporting out-turn statement including the intended use of balances (BO2) return

This is covered within the Headteachers report.

GB/26/23 Summary of headteacher's report and governors' questions and challenge

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

- The Head reported that class numbers are full in every year group. School has been allocated a child in Year 6 and in Year 1.
- There has been a request from the LA to take on a Looked-after child where Holly was named in first choice in their EHCP and if successful then support will need to be put in place. School did say that Holly cannot meet the needs of the child. The decision will be made in due course.

DW

A Governor **suggested** that there may be a place at the local special school Stubbin Wood.

Action: Head to look at place at Stubbin Wood in Shirebrook.

- The Head reported that there are currently 26-28 children looking to start in reception in September 23 for predominantly 30 hours per week.
- Attendance: Holly performs above the national average presently. Sophie McGuinness has been writing to any families whose children have low attendance rates and this has made a considerable impact.
- Persistent absent rate is high nationally post pandemic, and school will keep an eye on this going forward. Holly's is lower than the national average.
- There are 23 children in receipt of Free School Meals, and the data shows that these children have attendance which is worse than those who are not Pupil Premium children.
- Safeguarding:
 - There have been no MASH referrals made.
 - There have been 2 social media referrals made.
 - There have been 2 neglect referrals made.
 - There have been 5 DV referrals made.
- There is sadly a bereavement referral due to come. Emma Crawford has had the Bereavement training and ELSA and a governor **suggested** seeking advice from the Educational Psychologist. The family will be given support as needed.

- Staffing - the Head is finalising the structure this week and he mentioned that just the TA team structure needs working on.
- There are 12 children on the SEN register. Two are moving into Reception in September 23. There have been dyslexia training for staff, and additional support for children is available within the Head's office.
- Appraisal system are up and running as normal.
- The Head went through the Standard and Achievement data with the governing body. The governing body **discussed** the SATs.
- The Collaboration between the schools is going well. Lesley and Helen are sitting in on a Woods Academy meeting in October; and Neil and the Head are finalising a letter to go out to parents. It has been agreed that the Collaboration will continue for another two years.
- New signage has been erected (on the back of the previous H&S report); there have been new playground markings painted around school; some log quotes came in at under £5K; a new fence has been put up around the pond; toilets refurbs are being done over the summer holidays; volunteers from Mansfield Building Society have been coming into school to help with painting and will be coming in over summer to do various jobs.
- The Head reiterated the need for governors to familiarise themselves with the new SIP and the Self Evaluation Form in case Ofsted come in.
- The Head explained the DofE project called Behaviour Hub to governors, and told them about applying to be a core school as part of the project (which shares examples of schools with strong behaviour systems and processes). He explained the background of the project and that if the DofE choose Holly as a lead school then this brings extra funding with it. The DofE are waiting to see what happens with the political landscape to see if the project will be reviewed in 12/18 months. The Head will keep governors up to date with this.

Governors **agreed** that the playground looks a lot better. There were no further questions from Governors and the Head teacher was thanked for his report.

GB/27/23 Update on appraisal process and wellbeing for headteacher and staff.

The Head reported that the appraisal process is almost complete and will feed into the Pay Committee later this evening. The Wellbeing section will be kept in the appraisals for teachers as some points came out from the last time which had been interesting for the SLT. Discussions around communication, marking, playground duties and time in lieu came up as a result.

The Chair asked after the well-being of the Head who reported that he was doing well. The Chair reported that the Heads appraisal had been signed off.

GB/28/23 Information from the Corporate Director for consideration and action

Briefing on the SEND and Alternative Provision Improvement Plan

On 2 March 2023, the Government published the SEND and Alternative Provision Improvement Plan Right Support, Right Place, Right Time in response to the SEND Green paper that was published in March 2022.

Summary

The Improvement Plan sets out a threefold mission:

- **fulfilling children's potential** and improving outcomes with an emphasis on preparing for adulthood, particularly in relation to employment;
- **rebuilding parental trust** in the system;
- **providing financial sustainability**.

The Improvement Plan sets out a single system underpinned by national standards detailing the various elements of support available to meet need, along with the partners that should provide and fund these.

A system of funding bands and tariffs will be explored along with a new approach to funding for Alternative Provision (AP). This will be delivered by local inclusion partnerships which will produce inclusion plans based on an assessment of need.

The future role of AP is focused on early intervention and how the expertise in this sector can be used as an intervention rather than destination.

There is focus on the workforce and leadership, including early years, SENCOs and educational psychologists.

There has been some capital investment to deliver 33 new free special schools across the country, along with £70m to deliver a change programme to test and refine proposals through 9 expert partnerships.

There is a commitment to join up the plans across Whitehall to come together into a single forum to discuss shared agendas.

Once implemented the Improvement Plan will deliver a sustainable system with the following characteristics:

- The **new national SEND and alternative provision system will be well established** which will bring national consistency to the identification of need and provision of support as set out in the evidence-based National Standards.
- The system will be **financially sustainable** for local authorities with needs routinely being met effectively where they arise.
- **Parents have confidence** that high-quality teaching and targeted evidence-based support will be available as a matter of course in mainstream settings when a need is identified, to avoid needs escalating.
- **Children and young people can access additional support through a fair and consistent process** where children, young people, families, and professionals work together to put in place the right value-for-money support to meet their needs.

Action for governors

Governors will have key role in supporting the implementation of the SEND and alternative provision implementation plan. To do this please ensure that:

- The school's SEND Policy is consistent with the vision of the Improvement Plan in offering every child and young person the support that they need to participate

fully, thrive, and fulfil their potential.

- The school is inclusive and uses the graduated response (for further information please follow this link) for children and young people with SEND. The Improvement Plan highlights the importance of early identification of need and intervention.
- Children and young people with SEND and their parents and carers are fully engaged in the decisions made about them wherever possible. This is known to increase the trust of parents and carers one of the key aims of the Implementation Plan.

GB/29/23 General Data Protection Regulations – report from the DPO/Information Governance Link Governor

There had been no Subject Access Requests for the whole of the academic year and no data breaches. Neil did the link governor visit and reviewed the paperwork.

GB/30/23 Receive report from the Designated CLA (Children who are Looked After) teacher (presented at least once per year)

The Head reported that there are no CLA in school right now but if there were, he explained that he would provide governors with a number of data to illustrate how their school lives are progressing.

GB/31/23 Communication

From Chair

No extra communication

From Headteacher

The Head and governing body **discussed** the timeframes around Ofsted. The Head explained that a visit could happen any day now, or in 6 months' time. Obviously Covid and Teachers Strikes have impacted timescales. The Head noted the political chat around Ofsted recently also which can often be unhelpful.

From Clerk - Governor Newsletter

Message from the Service Director Peter McConnochie regarding the sad death of headteacher Ruth Perry and the wellbeing support available for Nottinghamshire school staff.

Education Investment Areas Update. Nottinghamshire is one of the new 55 EIAs. This article gives further information about the DfE priorities in the EIAs to support their aims.

Designated Safeguarding Lead Focus Group Meeting Monday 24th April 2023 and Thursday 6th July 2023

The Equality Act 2010 amendment - Harassment by third parties and sexual harassment. Further updates, if necessary, will be made to the school policies and procedures once the Bill has been enacted.

A new LADO Online Referral Form is being introduced Monday 3 April 2023 on the NSCP website – Reminder that Chairs of Governing Bodies are responsible for dealing with allegations made about a headteacher.

Commissioning Alternative Provision - Governing Bodies have a key role to play in ensuring the appropriateness of AP and in the safety and wellbeing of pupils concerned. The article provides prompts to assist the board of governors.

Stress Awareness Month (and beyond). Natalie Deacon, Whole School Approach Mental Health Lead has provided a useful article to support governors to consider this as an opportunity to have open conversations on the impact of stress.

Governor Conference 2023 – Overcoming Barriers Governors from maintained schools and academies came together for the 2023 Governance Conference on Saturday 4th March 2023. This was a very successful day with really positive feedback - please see the wonderful photos!

Message from the NEW Chair of the Nottinghamshire Association of Governors (NAGS) – Sue Beasley including how NAGS can support Governance in Nottinghamshire.

NCC Children and Families Select Committee - parent governor representative vacancies being sought (closing date for nominations is Friday 28 April 2023).

Governor Recruitment – Information from Governors for Schools and Inspiring Governance plus new webinar dates.

Governor Learning and Development Package 2023/24 - Governor Learning and Development is now managed by the East Midlands Education Support Service (EMES). The article has information regarding the content of the training package that schools can purchase and how to access this.

From Newsletter 2

ACTIONS FOR GOVERNORS:

- Admissions Updates
- Safeguarding in Education
- HR Updates
- Governor Termly Briefing

INFORMATION AND UPDATES:

- School Suspensions & Exclusions
- National Updates
- Message from the Chair of NAGs
- In-school New Governor Induction
- Governors' Strategic Role
- Checks for Governors
- Governor Recruitment
- Learning & Development

GB/32/23 Approval of in-service training days (5) 2023-2024

INSET days were previously approved as:

- Friday 20th October 2023
- Friday 22nd December 2023
- Monday 19th February 2024
- Monday 3rd June 2024

GB/33/23 Review of planning document: delegation and organisation of committees:

Agree committee structure and membership of committees

The Chair asked if everyone was happy to remain allocated on to the committees they have already.

The Governing body **agreed** that because the membership was so small, it is useful to attend as much as possible.

It was **agreed** that this item should be further discussed at the next FGB when there will hopefully be some new governors.

Approval of scheme of delegation 2023-2024

Note annual planner 2023-2024 to support agenda setting.

Policy checklist 2023-2024 – statutory policies for schools

Review of and appointment to link governor roles

GB/34/23 Report from training co-ordinator of impact of training undertaken and review of governor training requirements (including safeguarding)

The Chair has attended some online training through the East Midlands Education Service (EMES) which she has found useful, and she encouraged all governors to have look online to see what is available to them.

The Chair and Head reminded new governors that they are required to read the whole of the KCSIE and then click the three dots (on Governorhub) to say that they have read and understood. All governors must read any updates that are released and to keep up to date with relevant Safeguarding training (relevant to being a School Governor as opposed to any other profession).

The Chair told governors that she had been doing a lot of training on Security and Terrorism, and training on the new Protect Duties (that are going to be coming in) as part of her job role. She explained that this focus on security is based on 'Martins Law' which comes off the back of the Manchester Bombings. She told

governors that the impacts of the Law will span across retail, hospitality, and also pushed out into anywhere that has public access such as museums and parks and so on. To this end, the Chair would like 'Security within School' to be included on the agenda at the next meeting (including Cyber Threats, planning for school trips etc). The Head **agreed** that governors should be aware of potential threats and should have an overview of the filtering systems in school and how they are monitored and reported. The Head also suggested that the governing body may wish to familiarise themselves with Holly's Emergency Plan also. The Head told governors that school pay into an external provider to keep the IT aspects safe and could invite the rep in to discuss with governors. Governors agreed that this was a good idea.

Action: Clerk to include Security within Schools to the agenda of the Autumn Term meeting.

SO

Action: Head to invite the external IT rep to a meeting to discuss IT security measures within school.

DW

GB/35/23 Review of governor monitoring visit reports – key actions for governing body

These are uploaded as part of the Strategic Committee. The Chair **reminded** governors to upload reports.

GB/36/23 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 attendance, data and pupil progress.
- Governors engaged in discussions regarding the collaboration.
- Governors showed their commitment to the school through governor monitoring visits and held a detailed discussion regards succession planning for the governing body membership.
- Governors greatly appreciated and commended the work undertaken by all staff in school.
- Governors took time to consider security threats and how school can bring this issue to the forefront considering the new Protect Duties.
- 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/37/23 Confirmation of dates for 2023-2024 to be agreed at the meeting in conjunction with the clerk.

The governing body **agreed** the following dates and times:

Autumn term 2023 – Monday 2nd October 2023, 6pm at school
Spring term 2024 – Monday 29th January 2024, 6pm at school

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

GB/38/23 Determination of confidentiality of business

It was **resolved** that all papers and reports be made available as necessary.

The meeting closed at 6.47pm with the Chair thanking Dan Bennett for his dedication and hard work with the Governing Body.

Signed (chair) Date