

School: Holly Primary School

Meeting title: Autumn term Strategy FGB meeting of the governing body

Date and time: Monday 2nd December 2024 at 6pm

Location: At the School (and/or virtual/hybrid platform)

Membership

'A' denotes absence A Mrs Helen Berry (Vice Chair)
 Mrs Emma Connall
 Mrs Emma Crawford
 Mrs Rebecca Lewis
 Mr Neil Smith
 Mr Duncan White (Executive Headteacher)

In attendance

Sarah Oakey (clerk to the governors)
 Mr Dan Bennett (Acting Head of School)
 Mrs Amy Middleton (Acting Head of School)
 Mr Adam Jevons-Newman (observing)

GB/39/24 Apologies for absence Action

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

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

GB/40/24 Declaration of interest

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

Confirmation of completion of governor annual declarations (updates to school website and GIAS)

Review and sign 2024/2025 Register of Business Interest

Governors **completed** these on paper before the meeting started.

Review and sign 2024/2025 Declaration of Eligibility

Review and sign 2024 Governor Code of Conduct

All governors have **signed** the paperwork.

GB/41/24 Review of membership and terms of office ending in the next 12 months

Parent Governor Elections - update

Action: Head to remind the business manager to start the parent election process. **DW**

The clerk highlighted the following vacancies on the governing body:

5 vacancies

3 x Co-opted

1 x LA governor (Adam)

1 x Parent governor as discussed above.

After discussion, it was suggested that Helen could transfer her governor role from Parent to Co-opted governor once her current term of office has ended, which will leave 2 parent governor vacancies. The date of the last Skills Audit was discussed, and it was agreed that another audit may need to be completed.

Action: Head to speak to Emma Connall and find out what skills may be missing from the governing body and make sure this is reflected in the advert for new prospective governors. **DW**

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

Emma Connall and Helen Berry – both end on 30th March 2025.
Both parent governors.

The Head welcomed **Adam Jevons-Newman** to the meeting and explained to the governors that Adam is in the process of applying to become the new LA Governor on the board. His paperwork is with governor services and as soon as everything is agreed, he will need to be ratified at the next FGB in Spring. Until then, Adam does not have voting rights and will attend meetings as an observer.

GB/42/24 Determination of term of office for chair and vice-chair

The governors **agreed** to continue with a **two-year** term of office for both chair and vice chair.

GB/43/24 Election of chair of governors

Rebecca Lewis was proposed and seconded for the position of chair. There were no other nominations. Rebecca left the room whilst governors considered the nomination.

Following a vote, it was **resolved** that **Rebecca Lewis** be appointed as chair of the governing body.

GB/44/24 Election of vice-chair of governors

Helen Berry was proposed and seconded for the position of vice chair. There were no other nominations. Helen left the room whilst governors considered the nomination.

Following a vote, it was **resolved** that **Helen Berry** be appointed as vice chair of the governing body.

GB/45/24 Approval of minutes of summer term meeting and any special governing body meetings

The minutes of the summer term FGB held on **15th July 2024**, having been previously circulated (and subject to the following corrections being made) were confirmed and signed by the chair.

Review of actions

The Head to update on the post LAC child: the child is now pupil premium and is receiving the correct amount of funding due to the extra for being post LAC.

The Head reported that there are now 4 post LAC children. None of these 4 are on the SEND register, but they will receive extra support with regards extra snacks, free breakfasts, wrap around care (3 of them). They will receive any appropriate interventions deemed necessary.

Confirmation of completion of annual planning documents - policy check list and annual planner

All policies are up to date and **agreed** at the last Committee meeting. These are up on the school website and on governorhub.

Approval of 2024/2025 scheme of delegation

This to be revisited at the Spring 25 FGB.

GB/46/24 Receipt of minutes and approval of policies from committees and working parties

Review of actions from committee minutes

Several policies were **reviewed** and **agreed** at the last committee meeting and will be uploaded to governorhub.

GB/47/24 Overseeing Financial Performance - Financial reporting

Schools Financial Value Standard (SFVS) 2024/2025

As discussed at the last meeting. The reforecast was very positive and school are currently in a comfortable financial position, however governors are aware that costs must be reviewed regularly.

There will some staffing decisions to be made in the coming weeks/months.

Governors' Year End Financial Statement for 2023/2024 (including the Committed Balances Return 2023/2024) for information.

This is published on the website annually and gives the annual Committed Balances Return.

GB/48/24 Holding executive leaders to account

Summary of Headteacher's report

Having sent out the report prior to the meeting, the Head went over the following highlights:

Pupil numbers: There are a couple of spaces across school which is quite unusual for Holly as school is normally oversubscribed. There are a 4 new pupils about to start and more on the waiting list due to start in April.

Attendance : There has been a great improvement in the attendance of looked after children since the last report. The Head explained some of the Fisher Family Trust data and how Holly compares, and what actions school are taking to close the gap further. The Head went over the issue with a particular pupil and the interventions taken to improve the situation, and in Year 2 the absences are generally due to holidays.

The Head explained how school will look for patterns of persistent absenteeism.

Governor Question: What type of actions will you take?

Answer: We would try and encourage children to come in for breakfast club, engagement with parents, and working on any emotional issues that the child/children may have.

One child has now left school to attend a special school, and this will have a large impact on the data going forward.

The Head illustrated the national website for schools that uses live data from the DfE, this will be monitoring moving forward.

Fining: there have been no fines to date this term, however, there have been some families contacted who are on the 6-week monitoring list.

Holly is still not issuing immediate fines in order to maintain good relationships with parents.

Adam suggested that it is worth looking at the Attend Framework, and explained to governors how it works in his school.

Helen told governors that there have been no complaints from parents so far regarding attendance.

The general advice is contextualise the data and use personal relationships with parents to decide on action.

Governors **agreed** to continue with the processes in place for now.

Incidents: There have been no incidents to report to date.

Staffing: The Head went over some of the potential movement in staffing in the near future and what retention plans there are.

Pupil Premium: there are currently 31 children in receipt of PP, which brings in around £50k to school in funding.

SEND: 90 children are on the send register.

Helen is to come in to talk to Emily the SENCO next term to review progress and plans. School staff all agreed that the SENCO is doing very well.

A **discussion** took place regarding the SEND provision when India the SENCO (currently on maternity leave) returns to work, and how the positions will work across the two sites, and how the case loads can be split.

The Head has short, medium and long term solutions regarding SEND dependant on what happens with the current staff.

Safeguarding: school is moving over to the CPOMS system (Child Protection Online Monitoring System) and staff are about to receive training.

Governor Question: What is the process for staff?

Answer: staff fill a form when they identify a concern, this goes to the Safeguarding Lead for review; discussions are had and decisions made by the Leadership Team in order to determine what actions need to happen i.e. referral to MASH, Early Help, keep the issue in school with intervention and so on.

Governor Question: do you speak to the parents?

Answer: This is dependent on the situation. We would not speak to the parents if by doing so would put the child in immediate danger.

School will review the chronology of the reporting of issues and how best to go forward.

Appraisal: The Head has his appraisal booked for next week. The Chair of Woodborough will attend, and Rebecca will attend if she can.

Data: The Head explained that there is no data for the covid years, and this is still reflecting in the data reports.

Governor Question: is there any comparison data for pupils attending in 2018 pre-covid? These would be the current Year 4's and Year 5's.

Answer: Dan and the Head to have a look at this and report back.

DW/DB

Action: Dan and Head to review pre-covid data.

Governor Question: where are the hot spots?

Answer: Year 2 are being given additional support and observations as they didn't come out of their SATS particularly well.

Year 5 will continue to be supported due to higher levels of SEN children.

Governor Question: given the extra support, do you expect the data to improve in Years 2 and 5?

Answer: yes, the teaching staff express that they would like more additional TA support but currently they are appropriately resourced.

Emma Crawford told the governors that Year 5 cohort have had numerous interventions, but the needs change constantly so the interventions have to change rapidly and frequently.

Governor Question: would interventions such as Forest School be useful?

Answer: the issue would be staffing the different interventions. The Head told governors that staff do have the authority to follow the curriculum as they see fit, and school are always open to suggestions.

Governor Question: would we be able to have the December data for the Good Level of Development in March 2025?

Answer: Yes

Health and Safety: school is compliant; however still getting complaints regarding the groundworks.

Maintenance did a visit to the neighbouring property to try and resolve the issues, following this, some cutting back was carried out by the maintenance staff.

There are always issues with car parking and the Head refers complainants to the Notts County Council website to make a complaint there also.

There was a **discussion** held around safety issues regarding car parking locally and the dangers that are faced by children and parents coming to and leaving school.

The Head and Dan reassured governors that Road Safety is raised within school on a regular basis.

Policies: the Administering Medicines Policy and Musical Development Plans have been published on the school website.

Music tuition and development is something that school are looking into. School will access additional funding for music, PE, Eco actions.

Finance: school credit card. The Head **requested approval** from the governing body to authorise for the EYFS lead to be given a credit card with a limit of £500 in order to purchase child friendly resources quickly.

Rebecca **enquired** if the Finance Policy would need to be amended accordingly? It was **agreed** that this will need to be reviewed.

Helen asked how much the EYFS Lead spends currently? This is approximately £200 - £300. Helen thinks a dedicated credit card for EYFS spend is good idea given her experiences of having worked in an EYFS setting herself.

The governors **agree** that this is a good idea, however they are mindful that **spends must be monitored** so that funding is not taken away from breakfast club or other activity that affects the school credit card limit.

Governors had a **long discussion** around whether the school limit should be increased.

DW

Action: Head to inquire about increasing the school credit card limit with NCC and report back for approval from the governing body.

GB/49/24

Update on appraisal process for headteacher and staff including an update on the wellbeing of the headteacher and staff

The above has been arranged.

Wellbeing. The Head told governors about the whole school **Wellbeing Leader** within school, and the aim of providing a holistic approach of support for all school staff.

Confirm external adviser for meeting in Autumn term.

Mr Andrew Johnson is the external advisor.

The Head gave a brief explanation of what the external advisor role is.

Confirm/appoint appraisal governors – confirm appraisers have completed training.

Appraisal governors are the Governing Body Chairs from each school.

Confirmation of the Quality Assurance Governor arrangements.

Neil to be the Quality Assurance Governor for this year's appraisals. Helen Berry to be QA governor going forward next year and she will complete the training in the meantime.

Action: Helen to complete the Quality Assurance Governor training.

HB

GB/50/24

Receive and scrutinise headteacher's annual report on whole school appraisal process. (Pending updated of policy as a result of recent statutory changes). This includes:

Review appraisal policy in line with recommended changes from HR Provider, when received.

This was conducted in July 2024.

GB/51/24

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.

These are long standing and refreshed every 3-4 years. The Head told governors that the visions are set out in the curriculum information.

Neil said that the visions ethos and strategic direction were set before the last Ofsted. A **discussion** took place regarding whether they should be revisited to ensure that they were still reflective of the school.

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

This went to the Strategic Development Committee. The Head plans to rag rate the SIP for the next meeting to review if there are any concerns.

Whole School Curriculum Parents Event

Because the Phonics data didn't come out as well this year, the Phonics Leader will be inviting parents into school to improve understanding around how phonics is taught and to allow them to see the resources school uses, and how parents can best support their child at home. The Head sees this approach being developed in other curriculum areas.

A whole curriculum event will likely happen every couple of years.

GB/52/24 Corporate Directors' reports

Governor actions/referral to a committee

Safer Working (recruitment and selection), Teachers Pay and HR updates - September 2024

Report for action/information: Autumn Term 2024

For schools/academies who purchase their HR Services from Nottinghamshire County Council and for information for schools/academies who purchase their HR support from other providers. To access the linked information you will need to log into to your account on the Schools Portal.

1. Summary / Introduction

Recruitment and Selection Safer Working Documents 2024

The publication of Keeping Children Safe in Education 2024 (KCSIE 2024) contains minimal statutory changes to HR safer recruitment documents. See all Safer Working updates here: [Recruitment and Selection](#) The information on the School Portal as shown below has been reviewed and updated and all changes are shown in the red type versions. The Recruitment and Selection policy

includes the new information on how to check a teachers prohibition record and provides a reminder on the importance of completing probation processes for support staff.

1. [Recruitment and Selection Policy 2024](#)
2. [Recruitment & Selection guidance 2024](#)
3. [Recruitment and Section Toolkit 2024](#)
4. [Written confirmation from the local authority for staff visiting schools and academies](#)
5. [Written confirmation from local authority for staff supplied by School Catering, Building and Landscape Services](#)
6. [Pre Ofsted Safer Working Checklist](#)
7. [School's Induction Policy](#)
8. [Guidance on Visitors, including VIP's to Nottinghamshire Schools](#)

Head Teachers and Governors should review and adopt these updates and are reminded to regularly review all safer working recruitment practices regularly to ensure they are fully compliant with the current statutory guidance, as set out in Keeping Children Safe in Education (KCSiE).

School's Employee Code of Conduct

The School's Employee Code of Conduct has also been reviewed in line with KCSiE 2024. There are no changes required, but the document contains reference to the current version and has updated links. A reminder that it is critical that the Code of Conduct is discussed at a staff meeting with all staff (especially new starters) annually and that all staff sign to confirm they have read and understood their professional and safeguarding responsibilities. The revised Schools Employee Code of Conduct can be found [here](#)

Teacher's Pay Award September 2024 and related policy updates

The teacher's pay award is not yet agreed but the proposals for the 2024/25 teachers pay award are summarised as follows:

- a) 5.5% uplift to [all pay points](#) and [allowances](#) for both teachers and leaders applicable from 1 September 2024. The proposed draft pay points are included in Appendix 1 to the [Schools Teachers Pay Award Letter \(August 2024\)](#)
- b) The removal of the performance related pay requirement from September 2024 effective from the new appraisal cycle 2024/25.

The School Teacher's Pay and Conditions Document (STPCD) 2024 is currently subject to national consultation and the Pay Order is likely to be approved by Parliament on 8 November 2024. The letter sets out the proposals and current actions in full and provides information on updates to the Pay and Appraisal Policies. Revised policies will be issued in October as soon as national and local consultation with the recognised trade unions has taken place.

School Support Staff Pay Award Update April 2024

The NJC Support Staff Pay Offer outstanding from 1 April 2024 is still not agreed. Following Unite members' vote to reject the [employers' full and final pay offer](#) for Local Government Services (Green Book employees), the union

announced at the end of last term that it will ballot for industrial action. The ballot will run from 27 August to 15 October 2024. UNISON will [conduct a ballot for industrial action](#) that will run from 4 September to 16 October. We were advised on 10th July that GMB members had [voted to accept](#) the employers' pay offer to Local Government services employees. We will continue to keep you updated.

Equality Impact Assessments (EqIAs)

The HR Service has been reviewing [Equality Impact Assessments \(EqIAs\)](#) for all school employment procedures and these will be published on the Schools Portal in September.

The purpose of carrying out an equality impact assessment is to consider the effect of a change, whether that is a service, policy or activity in relation to people from different backgrounds. This helps to demonstrate that the school has considered the aims of the public sector duty under the Equality Act 2010. EqIAs have already been completed as policies have been issued and updated, but a revised form has recently been devised and this will be shared with schools as part of this review.

Employee Wellbeing

Head teachers and Governors are reminded that the HR Service has recently updated its wellbeing support and advice for schools and this can be accessed using the following link and signing into the Schools portal in the usual way: [Wellbeing | NCC Schools Portal \(nottinghamshire.gov.uk\)](#)

Now is the ideal time for all schools to plan when they will undertake the [Nottinghamshire Schools – Wellbeing survey](#) and item 11 on the portal page provides all of the information you need to get started is here:

<https://www.nottinghamshire.gov.uk/media/jadfaebj/17072024-hse-wellbeing-survey.docx>

Remember if your school wants to access free resources for head teachers, line managers and governors you will need to provide the names and email addresses of up to 10 staff / governors per school by the 20 September 2024. To publicise these resources and to encourage take up from your staff please use the attached flyer [New Wellbeing Resources Flyer](#)

Counselling support for all school-based employees – reminder

Schools who purchase the Occupational Health package through Nottinghamshire County Council, have access to counselling support through our provider Health Assured. This may include situations where there are concerns about an employee's ability to attend, remain in and / or be productive at work, stress, relationships, coping with change or in connection with HR procedures such as performance or grievance matters. Online referral and more information is available on the [schools portal](#). Alternatively, employees can refer themselves directly to Health Assured for counselling support. The freephone number is: 0800 028 0199 - this is available 24/7, 365 days a year.

Minimum Service Levels – Strike Action

You may recall that earlier in the year the government commenced consultation on minimum service levels as a result of strike action in a range of organisations. One of these affected organisations was schools. You will be pleased to note that Minimum Service Levels will be repealed

through the Employment Rights Bill, which will be introduced within the first 100 days of the new Government. For further information, please see the below page on the government website:

<https://www.gov.uk/government/news/public-services-back-on-track-as-strikes-act-to-be-repealed>

2. Action for governors – Summary

- Head Teachers and Governors should review and adopt the newly published Recruitment and **Selection Safer Working Documents 2024** as set out in this report. Throughout the year ensure arrangements are in place to review all safer working recruitment practices to keep staff and children safe.
- Ensure that all staff and governors have read the required elements of Keeping Children Safe in Education, 2024 and Annex A as required;
- 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, where required.
- Ensure that the **School Employee Code of Conduct** is discussed at a start of term staff meeting and that all staff (especially new starters) sign to confirm they have read and understood their professional and safeguarding responsibilities.
- To read and action the letter issued to all schools on 30 August 2024, providing draft interim guidance on the (a) ongoing consultation and implementation of the **teachers' pay award 2024**, (b) the arrangements for teachers performance related pay as a result of appraisal outcomes for 31 August 2024 (c) look out for updates on the School Pay and Appraisal Policies in October 2024 and apply the new rates in November, when agreed by Parliament and **support staff pay award April 2024** (d) assess the implications for the school budget
- Note the information on **Equality Impact Assessments** and expect further guidance and information in September.
- Regularly access the **staff wellbeing resources** available on the School Portal. Use the new resource to plan and undertake a whole school Stress survey and provide the names and contact details for staff and governors who want to access the free wellbeing resources. These are available free to all maintained school for a limited period.
- To arrange 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.

3. Background information

The revised School Teachers' Pay and Conditions Document (STPCD) 2024 will be available on the www.gov.uk website in November. All School related HR Policies, Toolkits and Guidance documents are available on the Schools Portal. Keeping Children Safe in Education 2024 is available online.

Legal basis

The current version of the STPCD 2023 requires all maintained schools to apply the statutory provisions of the document for the payment of teachers and requires schools to have in place effective appraisal arrangements for all teachers linking pay progression to performance. The STPCD 2024 proposes the removal of the performance related pay requirement from September 2024. All matters relating to safer working practices, recruitment and selection and managing allegations are included in Keeping Children safe in Education 2024. Equal Pay legislation and Equality Act 2010 in relation to ensuring job evaluation scheme is properly applied by all schools. Preparedness for Ofsted is summarised in the current version of the Ofsted Handbook.

Equal opportunities implications

The governing body recognises its responsibility to staff under the Equality Act 2010. Consideration and application of the safer working practices, recruitment and selection procedures, pay award / pay structure / related policies and procedures, as set out in the advice from the local authority, will ensure that the governing body can demonstrate that the school's HR policy, practice and decision making is objectively justified, transparent and fair.

5. HR Service Training Opportunities

The HR Service will issue the Autumn term training plan to schools in the next week. All the updated training courses will be able available to view and book via [The East Midlands Education Support Service](#) making it easier for schools to access all their training requirements across a range of services. These are excellent opportunities for senior leaders and governors to develop their understanding and knowledge on a range of schools specific HR topics delivered by our own team. Once published please sign up to relevant events.

6. Contact name/telephone number/email address

Further information is available from the HR Helpline 0115 9774433 hrdutydesk@nottscc.gov.uk or from your school's usual [named HR Business Partner](#)

GB/53/24

Safeguarding information for consideration and action:

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

Emma and the Head had completed the self-audit tool and this has been sent off. As previously reported, school are to move to using CPOMS which will simplify the information collecting and audit review.

Training is completed in school every 3 years and governors can attend this. The Clerk **advised** that it is recommended that governors complete the governor specific Safeguarding training as it is pertinent to their role as governor rather than being employment specific.

Safeguarding Children in Education: self-audit tool 2024/2025

“Governing bodies and proprietors have a strategic leadership responsibility for their school’s or college’s safeguarding arrangements and must ensure that they comply with their duties under legislation. They must have regard to this guidance, ensuring policies, procedures and training in their schools or colleges are effective and comply with the law at all times”.

KCSiE 2024

- The Department for Education published KCSiE 2024 on 26th May 2024 this has been circulated via email to all schools and to Governors through Governor Services
- KCSiE 2024 became statutory guidance from 1st September 2024. Annex F informs of the substantive changes and can be found on page 184. The revisions are limited in number and mainly made to reflect the content of Working Together to Safeguard Children published on the 6th of December 2023. A summary of the Key revisions to the KCSiE 2024 has been provided in an article by Cheryl Stollery, Safeguarding Children in Education Officer in the Autumn 2024 newsletter.

KCSiE 2024 revisions have been made to the following NCC and NSCP statutory guidance, policies, documents and toolkits.

- NCC & NSCP Child Protection Policy (template) toolkit 2024-2025
- NCC & NSCP Safeguarding in Education Annual Audit Form 2024-2025 Just form and letter this year hopefully moving to an electronic format for 25-26 once commissioned.
- NCC & NSCP Visitors and VIP Policy template 2024-2025
- NCC & NSCP Child Protection and Confidential File toolkit 2024-2025

ACTION FOR GOVERNORS:

- The SIE audit tool should be revised and agreed at the first full governing body/ trust meeting of the Autumn term 2024 and returned to Cheryl Stollery by 20th December 2024. (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 2024, as the whole board is responsible for safeguarding, and making sure school's policies, procedures and governor safeguarding training is compliant.

- Governors must also comply with the duties outlined in Part 2 of KCSiE 2024 "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.

Reminder that the autumn term Safeguarding Governor Focus Group meeting is 18th November 2024.

Confirmation that all governors have read all of KCSiE 2024 (new governors must undertake safeguarding training as part of their induction and all governors must have refreshed their safeguarding knowledge each year)

Governors were reminded to **confirm on governorhub** that they had read the KCSiE 2024 document if they had not already done so.

GB/54/24 General Data Protection Regulations - Receive report from Data Protection Officer and Information Governance governor including:

FOI requests and data protection breaches – actions and recommendations

There have been **no** FOI requests or data breaches this term. Dan is the GDPR Officer for school and governing body. All policies are up to date on the website.

Training undertaken (staff and governors)

Governors were reminded to complete the training log on governorhub once any training has been completed.

GB/55/24 Communication received and updates

From Head

- **MAT update**

There have been several trusts come out to visit and talk to school. Two have been shortlisted and there is a working party active to take the next steps.

Trust no1 visit will take place on Monday 20th January, tours to be held at Newark Academy and Westdale Junior.

Trust no2 visit will take place on Monday 3rd February 2025 at Bentick Primary and another secondary school.

Governors will be asked to take part in the meetings and decision making.

Adam mentioned that finance arrangements are very different when leaving the NCC model and joining a Trust and this is something to be aware of. Adam advised governors to ask lots of financial questions.

Adam gave governors a little of his experiences of working within a Trust.

Governor Question: how much do staff know on the progress?

Answer: they are aware of the number of visits that have taken place and the two MATS that have been shortlisted. A consultation to parents will be arranged further down the line.

The Head gave some feedback on how staff feel about moving to a MAT. The main concern is that they don't want the uniqueness and autonomy of the school to be lost.

- **SEC Proposal**



SEC Proposal to Holly Primary School.pdf

The Head has been working with Woodborough and a company to look at putting solar panels on the roof and had asked for a quote and proposal for Holly. The Head **requested** that governors read through proposal and give thoughts on whether to take it forward or not.

Following **consideration**, Governors **agreed** that given there is no cost upfront to school, then it would be a **good idea to take forward**.

Information on what school is currently paying for electricity now is in the report and a reduction in electricity costs would be very beneficial for school.

Governor Question: when are they looking at doing this?

Answer: if governors give approval, the Head will go ahead with phase 2 which requires gaining planning permission from the NCC. This will most likely take over a year.

A **governor inquired** if there would be a risk of the price per unit going up higher than the general inflation figure?

Could the price be linked to the cost of electricity rather than the general inflation figure?

Action: Head to go back to the company and ask if this could be written into the contract to mitigate any potential risk.

A **governor inquired** what the length of the life of the solar panel may be? Neil answered that he would expect this to be around the same as the length of the contract which is 25 years.

Governors agreed for the Head to take it to the next stage.

- **Initial Design**



Initial Design Holly
Primary School.pdf

From Chair

Nothing further to report.

From Clerk - Governor Newsletter

<https://app.governorhub.com/document/66d9ae92e932f268b43e68a5/view>

Autumn term 2024 (1) newsletter – summary of key information for governors

- School admissions – key dates and required statutory consultation (**ACTION** for own admission authorities)
- Safeguarding – KCSiE 2024 – **Action for governors** confirmation required that governors have read the whole document and governor safeguarding training is up to date with requirements. A CP policy and audit tool has been provided by Cheryl Stollery.
- Working together to improve attendance – **Action for Governors** new guidance and new national framework for legal intervention
- Nottinghamshire Local area partnership SEND strategy 2024-2027 – **Action for governors.**
- New Government's Legislative Agenda for schools laid out in the King's speech.
- Children's Society's 2023 annual report on the wellbeing of children in the UK.
- Transforming Public Procurement (TPP) - changes for schools and MATs in October 2024
- What governors need to know – HT reports, information and data
- Governing Body Responsibilities – School visits. **Actions for Governors**
- Associate Member on board of governors – compliance check.
- Governor Services – accessing your board's professional governance advice and guidance.

- Clerking of governors meetings by school administration staff
- Message from the Chair of the Nottinghamshire Association of Governors – Sue Beasley
- Governor Learning and Development Package 2024-25

Autumn term 2024 (2) newsletter

Actions for Governors within:

- HR Updates
- Admissions Updates
- Safeguarding in Education
- Changes to Ofsted Inspections
- Small Schools Strategy
- School Attendance
- Childrens Commissioner School Survey
- Governor Termly Briefing

Information and Updates:

- DfE Updates
- Ofsted Early Years
- School Leadership Induction Programme
- The Nottinghamshire Association of Governors
- Learning and Development

GB/56/24 Report from training co-ordinator.

Governor skills audit update and gap analysis

Emma Connall to report back at the next meeting.

GB/57/24 Review of all recent governor monitoring visit reports (Safeguarding, SEND, PP and link governors - linked to School Improvement Priorities)

Feedback of key points/areas of learning.

Helen - **Attendance** as already discussed.

Helen also conducted an **Early Years visit** and gave governors a brief verbal report (and has uploaded onto governorhub). Helen reported that the main points of discussion were around the GLD given the slightly poor results last year. Phonics has improved with small focus groups implemented.

One maths class is receiving additional input.

EYFS has lots of adults in the environment.

Level of SEND is not too much concern currently.

Bottom 25% have another member of staff working with them separately which has had a positive impact on learning across Early Years.

Helen is planning on a follow-up meeting after the new autumn data has been released in order to review and compare.

Emma and Head conducted the **Safeguarding Audit**.

Neil has a **H&S** visit booked in for January 2025.

Rebecca reviewed the **Finance** audit and went through urgent and low impact actions. Rebecca to upload her report onto governorhub. The finance policy also needs to be updating in terms of personnel. Rebecca found the record keeping to be good.

GB/58/24 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, SEND, wellbeing, data and pupil progress.
- Governors engaged in detailed discussions about progress regarding the MAT.
- Governors engaged in detailed discussions about credit card spending in school.
- Governors carefully considered the proposal for solar panels to be fitted onto the school building.
- Governors showed their commitment to the school through governor monitoring visits and succession planning for the governing body membership.
- Governors greatly appreciated and commended the work undertaken by all staff in school.
- Monitoring has been completed by all governors and actions, questions and challenges stated throughout the minutes (in bold) show that the governing body is holding the school's leaders to account.

GB/59/24 Confirmation of dates for 2024-2025 to be agreed at the meeting in conjunction with the clerk

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

Spring term 2025 – **Monday 31st March 2025 @ 6pm**

Summer term 2025 – **Monday 7th July 2026 @ 6pm**

GB/60/24 Determination of confidentiality of business

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

The meeting closed at 7.48pm.

Signed (chair)

Date

School Display