



Arno Vale Junior School Name Governing Board

Minutes of the autumn term full governing board standard meeting held on Thursday 21st November 2024 at 6.00pm

Membership	D Buxton, Chair
(A denoted absence)	K Gray, Vice Chair
Apols	A Griffiths
	R Haque
	I Oates
Apols	A Payne
	A Richards
	A Rossington, Headteacher
In Attendance	D Harvey, clerk to the governing board
	C Baker, associate member and Deputy Headteacher
Apols	C Tinkler, associate member

PRELIMINARIES

FGB2/24-25/01 APOLOGIES FOR ABSENCE

ACTION

Apologies for absence were received from A Griffiths, A Payne and C Tinkler, **the governing board approved** the absence.

FGB2/24-25/02 DECLARATION OF INTEREST

Governors were reminded of the requirement to consider declaration of interest, either direct or indirect, for items of business on the agenda.

The Headteacher said there is a discussion on the Headteacher position to be held later in the meeting and the staff governor and C Baker would have to leave the meeting.

FGB2/24-25/03 MEMBERSHIP

Current membership

Evidence of the current membership of the governing board was available to view on GovernorHub. The membership details were noted.

Attendance requirements

It was noted that a governor who, without the consent of the governing board, has failed to attend their meetings for a continuous period of six months beginning with the date of the first such meeting the governor fails to attend, is, on the expiry of that period, disqualified from continuing to hold office as a governor of that school. (The School Governance (Constitution) (England) Regulations 2012).

There were no absences to consider.

Vacancy update

The Chair informed the meeting that he is stepping down at the end of the meeting, he thanked governors for volunteering and supporting the school. The Headteacher thanked the Chair for supporting the school, especially in the role of safeguarding governor.



HT

The clerk reported there would be two co-opted governor vacancies following the resignation of the Chair. The Chair commented the governing board need to put into place an action to appoint two co-opted governors, he noted the school has a connection with the local church, as they previously had a member sit on the governing board. The meeting discussed opening the co-opted positions to all faiths as this would accurately reflect the school community. **The Headteacher agreed** to contact White Hills Trust and governor services regarding targeting governor vacancies.

The clerk reminded governors of the requirement for new governors to have an enhanced DBS check within 21 days of their appointment.

<https://disclosureservices.com/dbs-checks-for-school-governors/>

The clerk reminded governors of the requirement opportunities available through online recruitment services, Governors for Schools (<https://governorsforschools.org.uk/>) and Inspiring Governance (<https://www.inspiringgovernance.org/>).

End of terms of office

There were no end of terms of office to consider.

Get information about schools (GIAS) check

The clerk had reviewed governor information on Get information about schools (GIAS) website in preparation for the meeting and reported the information as of 21st November 2024 was up to date.

FGB2/24-25/04 ELECTION OF CHAIR AND VICE CHAIR

The Headteacher has conversation with K Gray regarding position and due to work commitments would be unable to do. A Richards and R Haque said they are not in a position to step into the role of Chair. The Headteacher said he asked A Payne, who said they would be able willing to step into the role. **The governing board duly appoint A Payne as Chair.**

FGB2/23-24/05 MINUTES OF THE LAST MEETING

Minutes of the meeting held on 26th September 2024, a copy of which had been uploaded to GovernorHub for review, were taken as read, confirmed and signed by the Chair.

Action points

Reference	Action	Responsible	Outcome
03	Email B Cameron, expressing the governing board and schools thanks for the years of service and support.	Chair	Action completed, the Chair and Headteacher both wrote to B Cameron.
	Complete NGA Skills Audit.	Headteacher/ Governors	Action completed, the Headteacher collated the information and shared on GovernorHub, there were no major gaps identified.
05	Review and update the minutes accordingly.	Clerk	Action completed.



12	Review and update the Scheme of Delegation.	Clerk	Ongoing action.
13	Pay committee held after the next full governing board meeting.	Pay committee	The Headteacher said information has been shared on GovernorHub, pay progression is no-longer performance related, there are a couple of teachers due to progress on the main scale and upper pay range.
14	Contact K Gray to see if they will continue being SEND monitoring governor.	Headteacher	Action completed.
23	Review and sign the SCR file.	A Richards	A Richards said she reviewed the SCR on her last visit. The Headteacher said it is worth governors having sight of the document.

Matters arising

Page 5 – clarity on the paragraph, did ask if £3,000 was in the budget information, is that cost in there. The Headteacher said it was included in the budget. The Headteacher initially quoted £3,000 a term, discussion on the SLA, the true figure from the Trust is £4,500 every half-term. Update minutes, to say that £3,000 was included (not included).

Page 7 – change no issues reported, to reported that there were missing items on inventory.

The clerk agreed to action both amendments

Clerk

A Richards informed the meeting that she feels the school complaints policy needs a review, she explained the information in the policy relating to Stage 2 of the process appears to contradict itself. The Headteacher said following the Stage 2 complaint hearing, **he agreed** to contact White Hills Trust to view their version of the document and also read through the current policy.

HT

FGB2/24-25/06 CHAIR'S OR VICE CHAIR'S EMERGENCY ACTION SINCE LAST MEETING

Neither the Chair nor the Vice Chair reported any actions or decisions undertaken using emergency authority.

FGB2/24-25/07 CORRESPONDENCE ITEMS

From the Chair

None to report.

The Chair said he is aware that his contact details were requested, and these were sent out, however he has not received any communication from that.

From the Headteacher

The Headteacher informed governors the Trust are pushing for a conversion date of 1st April 2025, recognise it makes more sense given this falls inline with the financial year.

From the Clerk

None to report.



PCHOOL PROGRESS

FGB2/24-25/08 HEADTEACHER'S REPORT

Governors confirmed receipt of the Headteacher's report, there were no questions relating to the report.

FGB2/24-25/09 PRESENTATION OF SCHOOL IMPROVEMENT PLAN

It was **agreed** to move this item towards the end of the meeting.

FGB2/24-25/10 PUPIL PREMIUM AND SPORTS PREMIUM UPDATE

Governors noted the pupil premium information was contained within the Headteacher report.

FGB2/24-25/11 ARRANGMENTS FOR THE HEADTEACHER'S APPRISAL

The Headteacher said it make sense to appoint P Heery as External Advisor, need two governors on the panel. The Chair said that A Griffiths was appointed as the performance management governor, he recommended emailing governors asking for volunteers for the other performance management governor. **The Headteacher agreed** to email governors asking for volunteer as performance management governor.

HT

FGB2/24-25/12 CONFIRM MEMBERS OF THE TEACHER'S PAY COMMITTEE AND HEAR RECOMMENDATIONS OF THE HEADTEACHER

The Headteacher informed the meeting, five teachers are eligible to move up the pay scale, governors noted the information was available on GovernorHub.

One moving M4 to M5, three moving UPS2 to UPS3 and one moving to UPS2 from UPS1. The Headteacher said the pay increases have been included in the budget. **A governor asked what the additional cost to the school is**, the Headteacher said it is difficult to find within the budget as the planner is set that they will receive the pay increase. **The governing board agreed** to the Headteacher recommendation.

FGB2/24-25/13 GUIDANCE AND POLICIES FOR REVIEW/APPROVAL

The Headteacher circulated the policies on GovernorHub.

The Capability policy is an updated policy from the LA, there are no changes.

Pay policy from the LA, there have been changes and recommend adapting as presented.

The Headteacher said there has been a slight update to the recruitment policy from the LA, there have been no changes made by the school.

The Staff induction policy has remained the same.

LA appraisal policy, the Headteacher said a decision was made not to use the LA version and sourced the Trust policy. The Headteacher said he spoke with A Griffiths and they noted in legislation that teachers must go through an appraisal process, but not necessarily through the LA version. The Headteacher said the Trust policy is much clearer and easier to follow. Governors recognised the school would be moving to the Trust policy in due course.

Attendance policy, government stated new rules for attendance. In the past had flexibility whether to issue fines or not, this has now changed. The guidance from the DfE has been reviewed and the



policy has been updated accordingly. The Headteacher said before the school go down the enforcement route, parents must be notified of the changes and the Headteacher said this will be done before the end of term. He explained that he wants to avoid parents being surprised by the line when 'trigger points' are met. A governor feels the policy needs to be most explicit to the guidance, **K Gray agreed** to share the attendance policy used at her school with the Headteacher. He agreed to review their wording and update the school version accordingly.

KG

The Deputy Headteacher asked has the LA released an updated policy, the Headteacher said they have not. **The Headteacher agreed** to source the Trust version and update the policy and share with governors accordingly.

HT

The Headteacher said approval of the attendance policy needs to be completed within a couple of weeks, so information can be shared with parents before the end of term.

Finance policy, update with removal of A Richards and added Office Manager, will not change how managing the finances. Authorisation levels have remained the same, feel does not need any further work, as when join the Trust they will provide a new finance policy. The Headteacher said he will share the policy with governors.

The governing board approved the following policies;

- Capability policy;
- Pay policy;
- Recruitment policy;
- Staff induction policy;
- LA appraisal policy;
- Finance policy.

The governing board agreed to delegate approval of the attendance policy to the Chair.

FGB2/24-25/14 BUDGET MIDYEAR RE-FORECAST

The Headteacher said the midyear re-forecast has a predicted deficit of £14k, which is a reduction on the set budget and this is due to staffing changes that have taken place and further changes during the spring term. The Headteacher said the pay grant of £80k to support teacher pay rises was not fully reflective in the original budget.

The Headteacher said there have been absences during the term and the expenditure of the supply staff cost code is being monitored closely.

The meeting heard the school has faced challenges regarding building maintenance costs, the Headteacher highlighted a number of issues that have arisen during the term, these include water heating and heating around the school. The Headteacher said due to the age of the school, issues are arising and fixes are only temporary. Governors noted the individual costs are not extensive but when all the issue combine it amounts to a significant expenditure.

The Headteacher said the major concern is when something significantly goes wrong, the budget cannot support this.

The Chair asked, during the family Headteacher meetings are schools in a similar financial position. The Headteacher said there are some schools that are in a worse of position financially and others that are not.



The Chair asked, with having a deficit budget, is the school required to have a deficit recovery plan in place. The Headteacher said the Trust finance manager is having a visit with myself and the Office Manager to review contracts and consider where services can be sourced through the Trust.

Governors heard SEN funding and pupil premium funding remains static.

The Headteacher said additional funds have been put into building maintenance cost code.

CONCLUDING ITEMS

FGB2/24-25/15 SAFEGUARDING AND CHILD PROTECTION

The Headteacher said the annual safeguarding audit is almost complete, put actions and a deadline for staff to update their training for a couple of courses.

The Headteacher and Chair met with the safeguard lead from the Trust. The Chair commented there any challenges that have been identified during these meeting. The Headteacher said there was one item, where if following KCSIE then meeting obligation to European Human Rights. Once completed, will ask A Payne to sign before submitting to the LA.

The Chair asked are there any safeguarding concerns to report since the last meeting. The Headteacher there is an increase in school refusers and anxiety, having to deal with pupil wellbeing much more. Issue with trying to get right support, signpost towards necessary support and takes time for that to filter through to the school and during this time puts pressure on the school.

The Chair asked would the behaviour partnership be able to support. The Headteacher said not at this time.

The Deputy Headteacher said there is a serious risk of children becoming school refusers. He explained the school is doing everything they can do support the children and families. The Vice Chair noted in the updated DfE attendance guidance there is a section on school refusers and how the LA have to provide support.

FGB2/24-25/16 PUPIL AND STAFF WELLBEING

The Headteacher overtime have reduced midday supervisors, support these with TA's and sports coaching. Have a MDS leaving next week and had play worker leave, have gaps and would like to replace with two MDS, this is included in the budget plan. One candidate interviewed has catering experience and therefore could look at appointing them to work four days as MDS and other day in the kitchen.

The Headteacher said the school have tried to recruit a play worker, the hours advertised is fairly loose in an attempt to make the position as attractive as possible. The Deputy Headteacher said there has been no interest from the local community.

The Headteacher informed the meeting the school employed a TA on level 3, during their time with the school they have grown into the role and they are carrying out the majority of tasks of a level 4 TA. The Headteacher said their role was taken to job evaluation and they have advised the position can be upgraded to level 4. This change is included in the budget re-forecast. **The governing board agreed** to the recommendation.

The Chair asked the school to demonstrate the requirement for additional MDS given the budget



is in deficit, the Headteacher said the school can easily justify the need for additional MDS on the ground of safety.

The Deputy Headteacher have limited staff members available for Club Vale and if there is absence does make staffing a challenge. Governors recognised that recruiting for the position is difficult given the hours and time of shifts.

Discussion on employing staff as MDS, play worker, etc the Deputy Headteacher said this has been considered before and a challenge was posed around setting their contract.

Staff Wellbeing

The Headteacher said staff wellbeing is in a positive place, two ECTs have settled in well. **The Chair asked, how are those supporting the ECTs coping with the requirements.** The Deputy Headteacher said himself and I Oates are the mentors for the ECTs and the support and training available is significant. Have release time to coach the ECTs.

-I Oates and the Deputy Headteacher left the meeting at 6.58pm-

FGB2/24-25/17 UPDATE ON HEADTEACHER POSITION

-Confidential item-

FGB2/24-25/09 PRESENTATION OF SCHOOL IMPROVEMENT PLAN (SIP)

The Deputy Headteacher presented an overview of the current progress against the SIP, a school designed format. He said there are four priority areas, two improvement areas from Ofsted have feed directly into the SIP.

Priority 1 and Priority 2 are those directed from the Ofsted improvement areas.

Priority 3, personal development is a strength of the school, however pushing towards outstanding.

Priority 4, embed an inclusive culture.

For each priority area there are a couple of objectives, for each objective there are milestones for each term and actions on how to achieve these.

The Deputy Headteacher presented an example of this in practice on Page 6 of the document, Priority 2, key milestone for autumn term, 'a simple but effective formative assessment system for geography, modelled on the successful framework implemented previously in maths, has been established. Spring term milestone is establishing this across additional subjects and in the summer term as a result of the formative assessment approach can accurate judgments be sourced.

A governor asked, how do we check teachers achieve these objectives. The Deputy Headteacher said these objectives are top level, the actions are linked to specific subject leaders. The Headteacher said the actions within the priority are linked to the appraisal process.

A governor asked, observations on teachers, go through criteria and opportunities for learning. The Deputy Headteacher next week will conduct lesson observation in every class to specifically consider high expectation. He commented that evidence is gathered in a number of ways.

The Deputy Headteacher said at the next meeting will be able to present progress against the autumn term milestone and therefore against the objective.



The following governor link responsibilities were **agreed**;

- Priority 1 – R Haque;
- Priority 2 – open to A Richards and A Griffiths (action for Headteacher);
- Priority 3 – K Gray;
- Priority 4 – K Gray.

FGB2/24-25/17 HEALTH AND SAFETY UPDATE

Trust audit has highlighted training needs for the Headteacher.

There were some parts that feel frustrating, new system 'I am Compliant', all the key checks to be carried out by Site Manager are logged on the online system. Staff can also log any concerns, the Headteacher said most of the activities are on there and will send an alert for items that need addressing.

FGB2/24-25/18 EQUALITY INCIDENTS REPORTED SINCE THE LAST MEETING

The Headteacher said there have been two equality incidents, one in the Headteacher report and another one that has recently happened. The Headteacher said each incident is thoroughly investigated, parents are communicated with and informed of outcomes. The Headteacher said learning opportunities are considered, Monday assemblies are linked to protected characteristics and British values.

The Chair asked, are there any identified patterns in language used or offenders. The Headteacher said there are occasions with repeat offenders, the Deputy Headteacher said the majority are one off comments and there are no particular patterns.

FGB2/24-25/19 EVIDENCE OF GOVERNING BOARD IMPACT ON SCHOOL IMPROVEMENT

K Gray and I Oates to work on accessibility plan.

FGB2/24-25/19 ARRANGEMENTS FOR CHAIR TO INSPECT SCHOOL RECORDS

A Payne to inspect school records.

FGB2/24-25/20 CONFIRM DATES AND TIMES OF FUTURE MEETINGS

The following meeting dates were agreed:

Summer term 2025;

- FGB Standards – Tuesday 25th February at 6.00pm;
- FGB Business – Tuesday 18th March at 6.00pm.

FGB2/24-25/21 CONFIDENTIALITY AND COMMUNICATION

It was **agreed** that an item in FGB2/23-24/05 be deemed confidential for the purpose of the minutes.

The governing board retained the right to redact the minutes and documents considered should a request for access be received.

Communication of the decisions made was considered, and it was agreed that the school would undertake all communication with the stakeholders.

The meeting closed at 8.05pm



Signed by the Chair:

Date:

ACTION POINTS FROM THE MEETING

Reference	Action	Responsible	Outcome
03	Contact White Hills Trust and governor services regarding targeting governor vacancies.	Headteacher	
05	Amend previous minutes. Contact White Hills Trust to view their version of the Complaints policy and also read through the current policy.	Clerk Headteacher	
11	Email governors asking for volunteer as performance management governor.	Headteacher	
13	Share the attendance policy used at her school with the Headteacher. Source the Trust attendance policy and update the policy and share with governors accordingly	K Gray Headteacher	

Attendance at meetings for the 2024-2025 Academic Year											
	Autumn 2024			Spring 2025				Summer 2025			
Governor Name	FGB 26.9	EFGB 18.10	FGB 21.11								
D Buxton, Chair	Y	Y	Y	Resigned 21 st November							
B Cameron	Apols	Resigned 26 th September									
K Gray	Apols	Apols	Y								
A Griffiths	Y	Y	Apols								
R Haque	Y	Apols	Y								
I Oates	Y	-	Y								
A Payne	Y	Y	Apols								
A Richards	Y	Y	Y								
A Rossington	Y	Y	Y								
C Baker	Y	-	Y								
C Tinkler	Y	-	Apols								