



Arno Vale Junior School Name Governing Board

Minutes of the autumn term full governing board business meeting held on Thursday 26th September 2024 at 6.00pm

Membership		D Buxton, Chair
(A denoted absence)	Apols	K Gray, Vice Chair
	Apols	B Cameron
		A Griffiths
		R Haque
		I Oates
		A Payne
		A Richards
		A Rossington, Headteacher
In Attendance		D Harvey, clerk to the governing board
		C Baker, associate member and Deputy Headteacher
		C Tinkler, associate member
		P Heery, White Hill Trust Chief Executive Officer (CEO)
		J Gibbs, White Hill Trust Chief Financial Officer (CFO)

PRELIMINARIES

FGB1/24-25/01 APOLOGIES FOR ABSENCE

ACTION

Apologies for absence were received from K Gray and B Cameron, **the governing board approved** the absence.

FGB1/24-25/02 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. No governor expressed a personal benefit through attendance at the meeting.

FGB1/24-25/03 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 clerk reported there was one co-opted governor vacancy.



The Headteacher reported that B Cameron has resigned from the governing board, **the Chair agreed to email** B Cameron, expressing the governing board and schools thanks for the years of service and support.

Chair

The Chair informed the meeting he will be stepping down as governor following the school completing the academisation process with White Hills Trust.

The governing board agreed to complete a NGA skills audit, **the Headteacher agreed** to action.

HT

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/db-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.

Governors Code of Conduct

Governors confirmed they had received, read and agreed to adhere to the Governors' Code of Conduct.

Governors signed the Annual Disclosure Declaration 2024-2025.

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 26th September 2024 was up to date.

FGB1/24-25/04 ELECTION OF CHAIR AND VICE CHAIR

The governing board agreed to postpone to next meeting.

FGB1/23-24/05 MINUTES OF THE LAST MEETING

Minutes of the meeting held on 18th July 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
04	Share certificate of Prevent training with school.	A Payne	Certificate shared with school.
07	Talk with Spanish teacher about after school arrangement and plans.	Headteacher	The Headteacher said the new Spanish teacher has just started, will delay moving forward with after school arrangements and plans.
14	Talk with Trust about external after school	Headteacher	The Headteacher said he contacted the Trust and is in the process of



	providers and consider benchmarking cost exercise.		gathering more information from them on costs.
15	Seek clarification on cost and full services provided by White Hills Trust in the service level agreement.	Headteacher	Agenda item.

Matters arising

-Confidential discussion-

A governor queried the wording on Page 6 paragraph two, stating that the context did not make sense. **The clerk agreed** to review and update the minutes accordingly.

Clerk

FGB1/24-25/06 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.

FGB1/24-25/07 CORRESPONDENCE ITEMS

From the Chair

None.

-P Heery and J Gibbs joined the meeting at 6.15pm-

From the Headteacher

The Headteacher informed governors he received an email stating the schools date to join White Hills Trust has been moved from 1st February 2025 to 1st May 2025, the reason is due to the LA capacity to convert schools changing from two every month to two every three months.

P Heery said the Trust are putting pressure on the local authority to accelerate the process. He explained the Council are employing additional support to co-ordinate the process. P Heery said he is confident the 1st May 2025 will be delivered, he recognised this date is not ideal as it is one month into the financial year. P Heery said the Trust have experience of supporting a school who academised on 1st May. The Trust can support the school with setting appropriate one-month contracts.

The Headteacher stated from a school point of view it is disappointing it is pushed back further, recognise it may be a challenge on the school finances.

P Heery, stated that the Trust has tipped over 3000 pupils and will not be having a CIF round with Arno Vale Junior School. The Trust will put together a priority list of capital work under the guidance of specialist. The Trust are putting together a five-to-ten-year building/maintenance plan. P Heery said the aim is for Arno Vale School to receive funded work in 2024-2025.

The Headteacher said a complaint was received which has been forwarded onto the clerk.

From the Clerk

None.

FINANCE, POLICIES AND GDPR



FGB1/24-25/08 RECEIVE OUTTURN REPORT

General Ledger Report

Governors confirmed receipt of the September General Ledger report circulated on GovernorHub, the Headteacher said he has reviewed the cost codes where expenditure or income is over the expected 50%.

The Headteacher highlighted the following cost codes;

- E18 – other occupation costs, at 73%, these are one of costs and depends when the receipts come through.
- E20E – ICT equipment such as laptops, desktops and tablets. The Headteacher said there has been an overspend of 15% due to purchase of a laptop for a new teacher.

A governor asked, what happened regarding the end of lease, the Headteacher said the school paid an end of term fee and the school kept those laptops., he commented the lease has finished.

- E26 – agency supply staff, £10,000 was allocated in the budget and the school has used £15,946. The Headteacher said there are two supply budgets, one where the school uses internal staff to cover absence and the other external supply for cover. He noted there has been a fair amount of absence and this is cost code that requires careful monitoring.
- E28 – Bought in professional services, year to date spend is 74%, the Headteacher said these are one off costs and dependent on when the invoices are raised by the supplier.
- E22 – Administrative supplies, the Headteacher explained due to a coding error this appears to be overspent, however following the correction this will normalise.

The Headteacher said the overall spend to date is at 50.59%, which is broadly in line with expectation (45-50%).

A governor noted that E19V visits appears to be overspent by £13,049, however there was no allocated budget to that cost code. The Headteacher explained, in that cost code E19 there are separate budgets for each subject area. The subject leads are made aware of the budget available to them. The Headteacher said the total amount in the whole E19 cost code is £60,000 and £21,000 has been allocated for subjects, with subject leaders having spent £12,056 of this. The cost of trips will have been paid for, which will offset elsewhere.

Club Vale and Café Vale

The Headteacher said Club Vale is on track to contribute £12,000 to £13,000, with the overall income being £61,000.

The Headteacher said for Café Vale will cost the school £21,000, the budget sale is £40,000 and the cost of food is 46% of this and the rest goes on staffing. The Headteacher said hot meal numbers are slightly lower than previous years and with food prices increasing, the school are monitoring the situation closely.

White Hills Trust support

The Headteacher informed governors the school is accessing a substantive support through the Trust. One area of support is accessing a new database around health and safety compliance (I am Compliant), which needs populating from the school part, however once this done it will make the management more efficient.

The educational support has been positive, with deep dives being completed prior to the Ofsted



visit. The Headteacher said he attends Academy Leaders meetings where he receives a lot of support. The Headteacher said this support comes at a cost to the Trust. The Headteacher said there are costs being offset and savings have been made.

The Headteacher said at the last full governing board meeting the service level agreement was shared and there were some questions that governors wanted clarifying, P Heery and J Gibbs have been invited to attend this meeting.

A governor asked, is the money being paid to the Trust included in the budget vs actual report. The Headteacher said the budgeted figure of £3,000 a term is included in the Accounts Ledger.

The Headteacher said due to the delay in academisation, a service level agreement was drawn up by the Trust. P Heery said the rationale was to set a calculated figure for three schools that applied to join the Trust at the same time. The figure is based on school size and pupil numbers. P Heery said duplicated costs have been removed, for example financial support. P Heery said there are some services the Trust cannot legally provide the school.

J Gibbs commented the service level agreement was proposed to provide schools with a level of security. J Gibbs assured governors that services are not being paid for twice, contractual renewal date upcoming in March 2025, where it makes economic sense and administration sense to take burden from the school.

J Gibbs said there is a contribution process of 2.5% and agreed to provide a detailed working of this. **The Chair asked for a rough estimation of costs.** J Gibbs said this figure has not been calculated, she said she is working with the School Business Manager to review the contracts.

The Headteacher said looking at the hard figures, it appears to cost £4,500 every half-term. J Gibbs said this figure will reduce as there are services the school access outside the Trust.

The Chair asked how many contracts does the school have and will they run down within the next year. The Headteacher said this information gathered and presented to the governing board. A governor commented, from experience of being a school business manager, there will be notice periods to take into consideration.

The Headteacher said the following contracts expire at the end of March 2025, data collection, legal, TIS security and fire alarm, the notice periods for these will be reviewed.

The governing board agreed to the service level agreement and the Chair signed off the document.

-The Chair, P Heery and Julia left the meeting at 7.00pm-

FGB1/24-25/09 GUIDANCE AND POLICIES FOR REVIEW/APPROVAL

The Headteacher noted there is an influx of policies for approval;

- SEN policy – modification in terminology;
- Child on child abuse policy – LA policy that has been modified for the school needs;
- Child protection policy – procedural changes and is the LA template policy;
- Complaints policy – updated following a procedural point raised following a complaint received;
- Data protection policy – no changes;



- Employee code of conduct – renewed by the LA, adopted the guidance;
- Online safety policy – raised with governors a couple of years ago, have adapted and adopted a Trust template, the Headteacher noted the policy is being updated by the Trust;
- School visit policy – LA policy, the Deputy Headteacher said he updated the procedures;
- Guidance on Visits include VIP – no changes;
- Technology policy;
- Whistleblowing policy – LA policy, no updates.

A governor asked are the policies specific from Nottinghamshire County Council or a mix with school produced, the Headteacher confirmed it is a mixture.

A governor asked, in regards the technology policy, how is the borrowing of laptops/tablets recorded. The Headteacher confirmed there is a process in place, the laptop or tablet serial numbers are linked to staff when they sign them out.

Governors asked has there been any consideration of risk link to the inventory and audit, especially financial costs to the school on missing equipment and also security risk linked to information. The Headteacher said the risks are considered and recorded.

The meeting discussed the risk around staff using own equipment in recording

The governing board approved the above policies.

FGB1/24-25/10 GDPR UPDATE

The Deputy Headteacher said the UK GDPR annual report was circulate on GovernorHub, the strengths are;

- The school has a strong culture of understanding of expectations;
- Procedures and practices have improved;
- Positive culture in reporting near misses;
- Review of near misses and actions taken.

The Deputy Headteacher said the areas to improve are the understanding and compliance of legal paperwork with external companies the school has contracts with. The Deputy Headteacher said there is a need for support from the Trust. The Deputy Headteacher is DPO for the school and manages the day-to-day items, however there are challenges with these legal concerns.

Governors recognised importance of the positive culture in reporting near misses as this is how the school learn and progress.

FGB1/24-25/11 STANDARD ITEMS

- Virements – none to report;
- Write-offs and disposal of surplus stock and equipment – none to report;
- Building maintenance – nothing to consider at this point;
- SFVS – to be completed by 31st March 2025;
- Health and safety, building maintenance – update at the next full governing board meeting, arranging a health and safety and building maintenance work with the Trust.

Review audit reports and implement recommendations

GOVERNOR REPORTS



FGB1/24-25/12 ARRANGEMENTS TO REVIEW AND UPDATE THE TERMS OF REFERENCE AND DELEGATION OF FUNCTIONS 2024-2025

The clerk **agreed** to review and update accordingly.

Clerk

FGB1/24-25/13 REPORT FROM COMMITTEES

The clerk recommended a pay committee hear the recommendation of the Headteacher, it was **agreed** to add to the next full governing board meeting.

FGB

FGB1/24-25/14 REVIEW OF GOVERNOR LINK ROLES AND APPOINTMENT OF

- Safeguarding governor – liaise with the Headteacher if there are any safeguarding concerns, confidential file audit, review the safeguarding audit – A Payne;
- SEND governor – K Gray;
- Health and safety governor – R Haque.

The Headteacher **agreed** to contact K Gray to see if she will continue being SEND monitoring governor.

HT

FGB1/24-25/15 GOVERNOR TRAINING AND DEVELOPMENT

The Chair informed the meeting he had completed the appraisal training.

The Headteacher informed governors a safeguarding audit needs to be completed every year and there are some gaps on the governing board, would be beneficial to have governors booked in for safeguard training and safer recruitment training. The Headteacher said he completed this through the NSPCC. Governors noted White Hills Trust can support with the safeguard and safer recruitment training.

A Richards informed governors she completed safeguard training through Governor Services and recommend governors to attend, she said it was positive to share experience and knowledge with other governors.

The Headteacher said there is a gap in governor training, all staff will have completed FGM, force marriage and Prevent Duty training by the end of term. There will also be a whole school training arranged, this includes fire safety training.

FGB1/24-25/16 REPORTS FROM GOVERNOR MONITORING VISITS

A Richards informed governors she completed inventory check visit with the School Business Manager and reported there were missing items on the inventory.

FGB1/24-25/17 BOARD ASSURANCE FRAMEOWKR AND EARLY WARNING SYSYEM CHECKLIST

The Board Assurance Framework and Early Warning System checklist had been uploaded to GovernorHub in preparation for the meeting.

The clerk reminded governors that the Board Assurance Framework had been introduced in the spring term 2023. The purpose of the document was to provide a structured mechanism for ensuring the governing board complies with statutory duties, together with an assurance process to validate and verify the information received by the Board.

The Early Warning System checklist has been developed following governor input and sharing of experiences at the summer term governor workshop on 'developing an early warning system to help governing boards keep our schools strong'. The diagnostic framework is designed to mitigate risk in your school and covers the following areas:



- Safeguarding;
- Quality of education;
- Behaviour and attitudes/personal development;
- Governance and leadership;
- Data security;
- Finance;
- Staffing;
- Estate;
- IT and cyber security;
- Business continuity.

Discussion on the GDPR checklist, the designated GDPR governor will align with the outcomes of the skills audit – consider this at the spring term 2025. **The governing board duly appointed A Griffiths as GDPR governor.**

REPORTS TO GOVERNORS

FGB1/24-25/18 REPORT FROM SCHOOL IMPROVEMENT ADVISOR

The Headteacher said the SIA visited a couple of weeks after Ofsted and was pleased with the Ofsted outcome.

FGB1/24-25/19 DFE GUIDANCE

Keeping Children Safe in Education (KCSIE) – (update Sept 2024)

Report author: Karen Shead – Clerk to Governing Boards and Governor Safeguarding Trainer.

Karen.shead@nottinghamcity.gov.uk

Action for governors:

- To be assured that all staff have read at least part 1 of KCSIE;
- All governors to read KCSIE part 1;
- The Chair and link governor for safeguarding to read the full KCSIE document;
- Ensure that the updated definitions and terminology changes in KCSIE 2024 are embedded into all relevant policies and safeguarding documentation, reviewed and approved in the autumn term.

Summary of report

The Department for Education has uploaded the latest version of Keeping Children Safe In Education (KCSIE) which came in to effect on 1st September 2024.

<https://www.gov.uk/government/publications/keeping-children-safe-in-education>

There was no consultation period this year as the changes made are mainly technical for example to bring KCSIE in line with other guidance e.g. Working together to safeguard children 2023.

<https://www.gov.uk/government/publications/working-together-to-safeguard-children>

KCSIE guidance applies to all schools and colleges and is for:

- Headteachers, teachers and all other staff.
- Governing boards, proprietors, and management committees.

The guidance sets out the legal duties you must follow to safeguard and promote the welfare of children and young people under the age of 18 in schools and colleges.

Statutory guidance sets out what schools **must** do to comply with the law. Where the guidance



states schools and colleges **should** do something, you should follow this unless you have good reason not to.

Changes overview:

Part 1: Safeguarding information for all staff

An updated definition of safeguarding and promoting welfare which is now defined as:

- Providing help and support to meet the needs of children as soon as problems emerge (this bullet point is new).
- Protecting children from maltreatment, **whether that is within or outside the home, including online** (this last part has been added).
- Preventing impairment of children's mental and physical health or development.
- Making sure that children grow up in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all children to have the best outcomes.

Updated list of early help indicators:

Schools should now also be alert to any child who:

- Has experienced multiple suspensions, is at risk of being permanently excluded from schools, colleges, and in alternative provision.
- Has a parent or carer in custody (previously it was family member in prison) or is affected by parental offending.
- Is frequently missing/goes missing from education, home or care (the word education has been added).

Wording and changes in terminology:

- Where applicable 'abuse and neglect' has been changed throughout the document to 'abuse, neglect and exploitation'. Exploitation has been included to remind us that abuse might not just occur in the home, but it may also occur outside of the home, and even online.
- The definition of abuse now also has 'including where they see, hear or experience its effects' when recognising the impact of domestic in children and young people, which may extend beyond signs of physical harm.
- Deliberately missing education replaced with 'unexplainable and/or persistent absences of education' when referring to safeguarding issues.
- **When** staff have any concerns about child-on-child abuse now related with **if** they have concerns – which are to be reports to a DSL.

Part 2: The management of safeguarding.

The section on children who are lesbian, gay, bisexual or gender questioning has been updated. The words gender questioning has replaced the word 'trans'.

This section remains under review until the response to the gender questioning children consultation has been published. Therefore, no changes to policies on this subject are required at this time.

Advice given to schools using the DfE's Data Protection guidance for schools to help comply with data protection law, develop data policies and processes, know what staff and pupil data to keep, and follow practices for preventing personal data breaches.

Alternative provision – where a school places a pupil in an alternative provision, the school



continues to be responsible for safeguarding of that pupil. The school must be satisfied that the placement meets the pupil's needs.

No changes in parts 3 and 4

Part 5 – Child on child sexual violence and sexual harassment

Updated definition of early help now defined as 'support for children of all ages that improves a family's resilience and outcomes or reduces the chance of a problem getting worse'.

Annexes

Annex C – role of the DSL

Holding and sharing information – the DSL should keep written records of all concerns, discussions and decisions, including the rationale for those decisions. This should include where decisions are made or not made to agencies and services.

CONCLUDING ITEMS

FGB1/24-25/20 SAFEGUARDING AND CHILD PROTECTION

The Headteacher mentioned the safeguard checklist, A Payne to review with the Headteacher in the second half of autumn term. The safeguard lead from the Trust will visit school and carryout an audit check.

FGB1/24-25/21 EQUALITY INCIDENTS REPORTED SINCE THE LAST MEETING

The Headteacher said there have been no equality incidents.

FGB1/24-25/22 EVIDENCE OF GOVERNING BOARD IMPACT ON SCHOOL IMPROVEMENT

Ofsted recognised that governors were effective.

Governors asked, are there any actions from Ofsted, the Headteacher once governors have reviewed the School Improvement Plan, will align link responsibilities and then a matter of holding leaders to account.

A governor asked, has the KS2 SAT data been published, the Headteacher said the validated data will be available during October 2024, the Deputy Headteacher confirmed the data received in July 2024 was shared with parents.

FGB1/24-25/23 ARRANGEMENTS FOR CHAIR TO INSPECT SCHOOL RECORDS

It was **agreed** A Richards would review and sign the SCR file.

AR

FGB1/24-25/24 CONFIRM DATES AND TIMES OF FUTURE MEETINGS

The following meeting dates were agreed:

Summer term 2024;

- FGB Business – Thursday 21st November at 6.00pm.

FGB1/24-25/25 CONFIDENTIALITY AND COMMUNICATION

It was **agreed** that an item in FGB1/23-24/05 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	Email B Cameron, expressing the governing board and schools thanks for the years of service and support. Complete NGA Skills Audit.	Chair Headteacher/ Governors	
05	Review and update the minutes accordingly.	Clerk	
12	Review and update the Scheme of Delegation.	Clerk	
13	Pay committee held after the next full governing board meeting.	Pay committee	
14	Contact K Gray to see if they will continue being SEND monitoring governor.	Headteacher	
23	Review and sign the SCR file.	A Richards	

Attendance at meetings for the 2024-2025 Academic Year											
	Autumn 2024			Spring 2025				Summer 2025			
Governor Name	FGB 26.9										
D Buxton, Chair	Y										
B Cameron	Apols										
K Gray	Apols										
A Griffiths	Y										
R Haque	Y										
I Oates	Y										
A Payne	Y										
A Richards	Y										
A Rossington	Y										
C Baker	Y										
C Tinkler	Y										